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The militia officer's instructor

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THE MILITIA OFFICER'S INSTRUCTOR

A COMPLETE GUIDE TO ALL INFANTRY EXAMINATIONS REQUIRED BY THE MILITIA REGULATIONS ON APPOINTMENT AND BEFORE PROMOTION

BY

MAJOR G. W. REDWAY

RESERVE OF OFFICERS
LATE DEPÔT NORTHAMPTONSHIRE REGIMENT
FORMERLY OF THE ROYAL GLAMORGAN MILITIA AND
ROYAL ELTHORNE MILITIA
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"HOW TO CHECK A PAY LIST," "HOW TO
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PREFACE

THE need of such a book as the "Militia Officer's Instructor" has for many years been keenly felt, and a few unsuccessful attempts to supply this want have been already made. But there is not in existence at the time of writing any one volume which embraces the whole of the subjects now required to be mastered by the militia officer on appointment, before he can draw pay, and subsequently before promotion. The Regulations affecting the militia are widely scattered, and the official volumes are generally incomplete as purchased, owing to the frequent amendments called for by later Army Orders and War Office instructions.

The writer commenced the study of militia duties many years ago: the genesis of the present work was an article by him which was published in 1895 entitled "Hints to Militia Captains": during the past four years his military duties have included the audit of militia pay lists, the enlistment and training of militia recruits, the issue of militia bounties, and the examination of militia officers. The author is accordingly hopeful that the present work will be found a complete and up-to-date guide not only to militia officers but to Boards of Examination.

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Great care has been taken to set and answer only such practical questions as are likely to arise in the course of regimental duty, and to exclude references to such topics as pertain to the district staff officers.

This work will be revised from time to time so that the latest edition will always agree with the latest changes in Army Orders so far as they affect the Militia.

G. W. R.

NORTHAMPTON, *October* 1903.

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[1] As revised by W.O. letter, 5th January 1903.

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[1] As revised by A.O., 17th September 1900.
[2] As revised by W.O. letter, 5th January 1903.

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EXAMINATION ON APPOINTMENT

On first appointment to the infantry militia every officer must pass an examination during his first year of service therein, and obtain the following certificate:—

Army Form E. 527.

CERTIFICATE to be obtained by a subaltern officer of Militia *previous to the end of the second training* after his appointment.

We certify that....., of the.....Regiment .....has been examined by us, and has evinced a competent knowledge of the subjects of examination prescribed by the Militia Regulations.

Signature of Board, consisting of a field officer of the Army as president, and two members being captains of the Army, or adjutants of Militia or Volunteers not belonging to the regiment in which the officer examined is serving. .....
.....
.....

Station.....

Date.....

With a view to obtaining this certificate and acquiring a practical knowledge of regimental duties

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the militia officer must during his first year of service undergo instruction in one of the following ways:—

1. Attend the preliminary drill and recruits' musketry course of his battalion, *and* be attached to the regimental depôt or line battalion for two months.
2. Serve with the regimental depôt or line battalion for four months, *or* for three and a half months and attend the recruits' musketry course of his battalion.

The militia officer on appointment must fill up the following form of application (E. 542) and dispatch it to the adjutant of his corps, who will forward the application to the G.O.C. if the officer desires to be attached to a line battalion, or to the O.C. reg. dist. if the officer prefers attachment to a depôt. The line battalion or depôt selected should be that nearest the officer's place of residence, unless he is prepared to defray the extra travelling expenses otherwise incurred.

APPLICATION FOR PERMISSION TO BE ATTACHED TO THE REGULAR FORCES FOR INSTRUCTION.

I request permission to be attached to the.....
..... from ..... to .....
..... and I hereby promise that I will obey the orders of the officer commanding and will not cease attendance at the drills ordered by him until the expiration of the above period, unless I should receive his written authority to do so.

Name.....

Rank.....

Corps.....

Date.....

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When in possession of the Certificate E. 527 the militia officer can apply to the paymaster of his militia corps for pay (5s. 3d.), messing allowance (4s.), furniture allowance (1s.), and fuel and light allowance (variable), for every day of instruction. He can also demand the actual expense of travelling (rail and cab at army rates) from his home to the nearest depôt or line battalion. The grant of a sum of £50 and upwards therefore depends upon a militia officer's passing the Examination on Appointment.

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EXAMINATIONS FOR PROMOTION

I.—TO CAPTAIN

SUBALTERNS of militia infantry will not be eligible for promotion to the rank of captain unless they pass an examination and gain the following certificates :—

Army Form E. 516.

CERTIFICATE to be obtained by a Lieutenant of Militia *before Promotion* to the Rank of Captain.

We certify that..... ....., of the..... has been examined by us, and has evinced a competent knowledge of the subjects of Examination prescribed by the Militia Regulations.

Signature of Board composed as laid down in the Militia Regulations { ....

Station.....

Date.....

Subalterns who have obtained a certificate at a School of Instruction within two years will only be examined on subjects C, D, E.

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In order to obtain the certificate the militia subaltern may apply to attend a School of Instruction. It will be necessary to fill up the following army forms :—

Army Form E. 534.

APPLICATION FOR PERMISSION TO BE ATTACHED TO A SCHOOL OF INSTRUCTION.

Jan.....
Feb.....
Mar.....
Apr.....
May.....
June.....
July.....
Aug.....
Sept.....
Oct.....
Nov.....
Dec.....

I request permission to attend a course of instruction of one month's duration at the School of Instruction for Officers of Militia at .....with a view to obtaining a Captain's Certificate.

I shall be able to attend in any of the months against which I have written the word "yes" in the margin.

I hereby declare that I will conform to the rules of the School of Instruction, and will not leave before the termination of one month from the date of my joining, without the written sanction of the Officer Commanding.

I clearly understand the terms of the Certificate which I wish to obtain, and that in the event of my obtaining a Certificate of Proficiency it will give me no claim to promotion irrespective of other qualifications which may be considered necessary for superior rank.

Name.....

Rank.....

Corps.....

Head Quarters.....

Date.....

Courses of Instruction attended previously .....

.....

Certificate of Proficiency in possession .....

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MEDICAL CERTIFICATE.

I certify that.....of the.....
is in a fit state of health to go through a course of instruction in drill.

Signed....., *Medical Officer of*.....

Before applying to attend a School of Instruction, it will be necessary to obtain the following certificate, signed by the adjutant nearest the officer's place of residence, within two months of the date of application :—

FOR OFFICERS OF MILITIA INFANTRY.

I certify that..... ....., of the.....
was specially examined by me on the.....
and found to be well acquainted with Parts 1 and 2 Infantry Training, and with the Rifle and Firing Exercises.

Signed....., *Adjutant.*

Countersigned....., *Commanding Militia Battn.*

Date.....

Subaltern officers of infantry militia must also, in order to qualify for promotion to the rank of captain (unless in possession of a School of Musketry Certificate), pass an examination showing that they have a competent knowledge of—

(*a*) The details of the recruits' and trained soldiers' course of musketry.

(*b*) The lessons in care and description of arm and ammunition.

(*c*) The general regulations as to the conduct of target practice.

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(*d*) Registers, butt memoranda, company annual musketry return, and prizes.
(*e*) Fire discipline and firing exercise drills.

This examination will be conducted by the D.A.A.G. for musketry under the direction of general officers commanding divisions.

This examination will be in two parts :—

(1) *Oral examination.*—Full marks, 100.

(*a*) Care and description of arms and ammunition.
(*b*) Knowledge of registers, squadron or company annual return, and prizes.
(*c*) Practical test in fire discipline and firing exercises.

(2) *Written examination.*—Full marks, 100.

A paper consisting of ten questions.

In order to obtain the D.A.A.G.'s certificate officers [1] will be required to obtain 75 marks in each of the examinations (1) and (2).[1]

This examination should be prepared for by studying subject F., pages 117-126 of this work, and again going over the ground covered by subject E. in the Examination on Appointment, pages 66-72.

Officers may also apply to attend the School of Musketry in order to qualify in musketry, or they may apply to be instructed and prepared for their examination in this subject by the adjutant, instructor of musketry, and sergeants of the permanent staff, of their unit.

[1] Successful candidates will be allowed the usual travelling expenses from the headquarters of their corps to the nearest military station where an examination is held.

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The militia subaltern may also after two years' service apply to be "employed" with a line battalion at home during the training season (1st February to 30th September) for any period from 28 to 196 days.

Pay and allowances are granted for service with a line battalion; also for attendance at a School of Instruction if the certificate is gained; also for attendance at the School of Musketry if the commandant certifies at the end of every month that the officer is "making proper progress."

II.—TO FIELD OFFICER

Captains will not be eligible for promotion to field officer unless they pass an examination and gain the following certificate:—

Army Form E. 505.

CERTIFICATE TO BE OBTAINED BY A CAPTAIN OF MILITIA *BEFORE PROMOTION* TO BE A FIELD OFFICER.

(See Militia Regulations.)

We certify that Captain.....of the..... has been examined by us, and has evinced a competent knowledge of the subjects of examination prescribed by the Militia Regulations.

Signature of Board of officers, composed as laid down in the Militia Regulations { ....

Station..... .....

Date.....

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In lieu of Certificate E. 505 a militia captain may obtain a field officer's certificate (E. 512) at a School of Instruction, which will qualify him for promotion without further examination, if duly recommended by the district military authorities. Attendance at the School of Instruction from the 15th to the last day of the month only is required on the part of candidates for a field officer's certificate who have previously attended the school and gained a captain's certificate, or who have passed the army examination for the rank of captain. Application must be made in the form prescribed on page xvi., altering as may be necessary, and an adjutant's certificate must vouch for the officer's thorough knowledge of Parts 1, 2 and 3 of "Infantry Training" before he proceeds to the school.

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BOARDS OF EXAMINATION

APPLICATION to the G.O.C. for the assembly of a board to examine officers of militia is made by the C.O. on A.F. E. 588, which must specify (1) the certificates for which the candidates are to be examined; (2) the certificates now in their possession; (3) the regulations under which the examination is to be held; (4) the proposed place and the date of examination.

Officers appointed to supervise an examination are required not only to superintend the actions of individual candidates, but also to adhere in every detail to the instructions issued.

The report of the board (on Army Form A. 2) is submitted to the G.O.C. for confirmation and approval.

The paragraphs of Militia Regulations, in accordance with which the examinations are held, will in all cases be quoted at the head of the Proceedings of the board. The examination will be conducted according to rules laid down for the regular forces in the King's Regulations, as far as they may be applicable to the militia. But in the examination of militia officers the subjects will be those specified in the Militia Regulations, and the number of questions in each subject will be not less than *ten* and not more than *fifteen*.

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The examinations of officers will take place whenever practicable during the annual training of their units, and if held at any other time no expense to the public will be admitted.

Directions for Candidates

Militia officers must apply to the adjutant of their corps when they desire to be examined. They must state which certificate they wish to obtain, or whether they wish to be re-examined in a particular subject in which they have previously failed. They must also state what certificates, if any, are already in their possession, quoting the number of the Army Form, subject and date, and specifying which, if any, were obtained while serving in the regular forces. The certificates themselves must be produced at the examination.

At the close of the examination each candidate must furnish a written declaration to the effect that he has neither received nor given any assistance during the examination.

A certificate on Army Form E. 527, E. 516 or E. 505, if awarded, will be sent in due course to the officer who has gained it: it is granted or withheld according to the opinion of the G.O.C. as to the result of the examination.

In the case of examinations On Appointment for E. 527 a board is usually composed of officers serving at the depôt where the candidate has received his instruction; but at a large military station the proceedings are more formal, if not more formidable, and are notified in Division Orders as follows:—

"A Board of Officers, composed as under, will

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assemble at.....on....., at 10 A.M., for the purpose of examining the under-mentioned candidates in subjects A, B, C, D, E, Army Form E. 527, for promotion—

Second Lieut....., 4th.....Regiment.

President.

Major....., R.F.A.

Members.

Two adjutants to be detailed by O.C. 1st Militia Brigade, also the troops required by the board."

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BOOKS, ETC., FOR REFERENCE

King's Regulations.
Militia Regulations.
Army Orders.
Manual of Military Law.
Recruits' Pay List, Army Form N. 1493.
Training Pay List, „ „ N. 1492.
Pay and Mess Book, „ „ N. 1504.
Cash Book and Ledger, Army Book 69.
Messing Book.
Infantry Training.
Combined Training.
Musketry Regulations.
Royal Warrant for Pay.
Allowance Regulations.
Clothing Regulations.
Militia Attestation, Army Form E. 504.
Discharge Certificate of a Militiaman, Army Form E. 528.
Guard Report, Army Form B. 160.
Company Defaulter Sheet, Army Form B. 121.
Form of Proceedings for Courts-Martial, Army Form A. 9.
Declaration on Re-engagement, Army Form E. 507.

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NOTE

It will be observed that the subjects in which infantry militia officers are now examined come under the general heads of Drill, Musketry and Administration.

The special subjects laid down in the syllabus of examination in the Militia Regulations overlap one another to a considerable extent. The "Duties of Commanders of Guards" for instance take in a portion of "Discipline." The "Service and Bounty of Militia" are closely connected with its "System of Pay and Messing." "Duties in Camp, Barracks and Billet" include the "Duties of Regimental Orderly Officers and of Subaltern Officers."

I have, however, endeavoured to distribute all available information in a manner adapted to the needs of the examiners, who are necessarily tied down by paras. 14, 21 and 24, 29 and 32, Militia Regulations, and could not for instance fairly set a question on Bounty in the examination On Appointment.

In regard to the subject of Infantry "Drill," pending the revision of Militia Regulations, I have followed the lead of the School of Instruction and have confined my questions and answers to those portions of "Infantry Training" and "Combined Training" which are studied at the School.

The syllabus of subjects for examination at Schools of Instruction for infantry militia officers was amended as follows in January 1903:—

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Captains and Subalterns

1. Drill of a company, and competency to give instruction in the same.
2. Command of a company in battalion drill.
3. Supply and transport of ammunition.
4. Shelter trench exercise.
5. Instruction in the general principles of the action of infantry in attack and defence, and of the *company* in attack and defence ("Infantry Training," Part 4); and the chapter on "Protection" (in "Combined Training,") as far as concerns infantry.

The scope of this instruction should embrace all matters mentioned in the above portions of Part 4 "Infantry Training" and Chapter 5 "Combined Training," of which a captain should possess a knowledge, and on which he should be competent to instruct.

Field Officers

1. Drill of a battalion, and competency to instruct in the same.
2. Instruction in the general principles of the action of infantry in attack and defence, and of the *battalion* in attack and defence ("Infantry Training," Part 4), and the whole of the subjects treated of in "Combined Training," as far as they apply to infantry.

The scope of this instruction should embrace all matters in the above connection, of which a field officer should possess a knowledge, and on which he should be competent to instruct.

3. Riding.

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EXAMINATION ON APPOINTMENT

SUBJECT A

PRACTICAL EXAMINATION IN INFANTRY DRILL, PARTS I. AND II., PHYSICAL DRILL EXCEPTED

*** *The References in margin are to Sections in "Infantry Training."*

THE RECRUIT

1. What is the object of the exercises contained in Part I. of "Infantry Training"?

To fit the recruit to take his place in the ranks of his company for field-training. 1

2. Why should words of command be given sharply and distinctly?

Because slovenly and indistinct words of command result in slackness and hesitation on the part of the men. 1

3. Why is the whistle used at drill?

To attract attention; on the whistle sounding the men are to look at once at the commander, and remain looking at him until the executive word or signal is given. 1

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4. Name the words of command for which a signal with the arm may be substituted.

1. Advance *or* Forward.
2. Reinforce.
3. About Turn.
4. Halt.
5. Incline.
6. Change Direction.
7. Quick.
8. Double.
9. Extend.
10. Close.

1c 11. Lie Down.

5. When signals are made with head-dress in hand, what is to be understood?

1c That the signals refer to movements of an enemy as observed or reported by scouts or patrols.

6. What information may be conveyed by signalling with the rifle?

1. Enemy in sight—in small numbers.
2. Enemy in sight—in force.
3. No enemy in sight.
4. A negative signal.

1c 5. Running short of ammunition.

7 What are the two war calls?

1. Charge.

1c 2. Alarm.

8. How is the order to cease fire conveyed to troops by their immediate commander?

1c A long, shrill whistle is the signal to cease fire.

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SQUAD DRILL, WITH INTERVALS

9. What do you understand by "a squad with intervals."?

A few men placed in single rank at arm's length apart. 2

10. What is the first principle of the position of "Attention"?

The exact squareness of the shoulders and body to the front. 3

11. When troops are in marching order without the rifle how do they place both hands on the command "Stand at Ease"?

They keep both hands and arms as in the position of "Attention." 4

12. When should the order to "Stand Easy" be given without a previous order to "Stand at Ease"?

When there is no special reason to act otherwise. 4

13. How does a soldier take up his dressing in line?

By moving with short quick steps till he is just able to distinguish the lower part of the face of the second man beyond him. 5

14. By what command does a soldier make a half turn to the left?

Left Incline. 6

15. With which hand is the salute given by officers and soldiers?

Warrant and N.C. officers wearing the sword, salute with the right hand; officers, with the right hand, except when the sword is drawn; other ranks, with the hand further from the person saluted. 7

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16. When a soldier without a cap, or on a bicycle, or carrying something which prevents his saluting, passes an officer, how should he act?

Turn his head smartly towards the officer in
7 passing him.

17. How many yards per minute, and how many miles an hour, does a soldier cover when marching in quick time?

One hundred yards per minute, three miles, seven hundred and twenty yards an hour.

18. Mention the different varieties of pace, and the number of inches covered by each.

Slow time	30 inches.
Quick time	30 ,,
Step out	33 ,,
Double time	40 ,,
Step short	21 ,,
Side step	15 ,,
8 Side pace	30 ,,

19. When marching how should the knees be bent?

Both knees must be kept straight, except while the leg is being carried from the rear to the front, when the knee must be a little bent, to enable the
10 foot to clear the ground.

20. How is a recruit taught to march straight to his front?

By fixing his eyes upon some distant object, and then observing some nearer point in the same straight
10 line, such as a stone, a tuft of grass, or other object.

21. When soldiers have been ordered to "Step Out" or "Step Short" by what command is the usual pace resumed?

13, 14 Quick Step.

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22. If a squad of recruits is required to move back to a distance of 10 feet, what command would you give?

Four Paces Step Back, March. 16

23. When ordered to "Double" should soldiers run flat-footed?

No, they must double on the toes; the heels must not touch the ground; the feet must be picked up cleanly from the ground at each pace. 18

24. By what command would you move a squad a distance of 15 feet to the left?

Twelve Paces, Left Close, March. 19

25. On which foot does a soldier turn to the right and to the left?

To the right on the left foot and to the left on the right foot. 20

26. When soldiers are marching in a diagonal direction after the command "Right Incline" by what command do they turn in the original direction?

On the word "Advance." 20

SQUAD DRILL IN SINGLE RANK

27. What space in the ranks is each man allowed?

Thirty inches. 21

28. When a squad is ordered to dress by the right or left how does the flank man act?

He remains steady, looking to his front. 22

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29. Before a squad is ordered to march, how is the directing flank or man indicated?

By the caution, By the Right, By the Left, or
24 By No. ——.

30. When marching in squad are recruits taught to look straight to their front?

Each man will preserve his position in the general alignment by an occasional glance towards the direct-
24 ing man.

31. When is the command "Quick" or "Double" given?

When altering the pace after the caution "Break
24 into Quick (Double) Time."

32. After the command "Right Incline," how should each man regulate his pace?

So that his own shoulders are parallel with the shoulders of the man on his right; whose head should conceal the heads of the other men towards
25 the right.

33. When a squad stands facing west, and is required to change direction and stand facing north-west, what command should be given?

26 At the Halt, Half Right Form, Quick March.

34. What is the effect of the caution "At the Halt" when a squad is ordered to change direction?

The squad halts man by man as it forms into the new alignment; otherwise it would "mark time"
26 and wait for the word FORWARD.

35. May a squad be taught to change direction at some angle other than an angle of 45 degrees or 90 degrees?

Yes, it should practise forming at any angle, the
26 instructor indicating by signal the exact direction.

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36. Describe the position of men when standing and marching "as in file."

Soldiers in single rank when turned to the right or left, so as to cover each other exactly, are said to stand "as in file"; if they then step off they are said to be marching "as in file." 27

37. By what command would a squad marching "as in file" change its direction?

Right (or Left) Wheel. 28

38. After the command "Right Wheel" a squad marching as in file is ordered to halt (or mark time, or step short) when a part of the men only have wheeled into the new direction, by what command would the remainder cover off by the diagonal march?

Rear Files, Cover. 28

39. A squad marching as in file receives the command "On the Right Form Squad," how do the men proceed?

The leading man will mark time, the remainder will make a partial turn to the right and form upon the leading man, marking time as they come into the alignment and taking up their dressing. 29

40. A squad marching as in file to the north is required to halt and form line to the east, what commands would you give? 29

Right Wheel, at the Halt Right (or Left) Form Squad; or, Halt, Right Turn.

41. When carrying a rifle on the march what is the position of the disengaged arm?

It will be allowed to swing naturally, except when doubling, when it will be bent, fist clenched, and be kept close to the side. 18, 30

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42. A squad standing easy receives the command Squad, Slope Arms, how do the men proceed?

30 They come to attention and slope arms.

43. A squad on the march, with sloped arms, is required to halt, order arms, and stand easy, what commands would you give?

30 Squad, Halt. Stand Easy.

SQUAD DRILL IN TWO RANKS.

44. What is a "file"?

Two men placed one behind the other with a distance of 60 inches between them, measuring from
31 heel to heel.

45. What is a "blank file" in a squad?

An odd man who cannot be covered by a man in the rear rank; he is always placed third man from the
31 left of the front rank.

46. When a squad is formed in two ranks, and the order is given to "Dress," how do the men in the rear rank proceed?

They continue looking to their front, and will cover and correct their distances as the men of the
32 front rank take up their dressing.

47. How does a "blank file" always contrive to remain in the leading rank when the squad changes ranks?

At the halt, he moves up into the new front rank after the command "About Turn": on the march, he gains his place in the leading rank by "stepping
33 out" after the ranks have been changed.

48. When do men in the rear rank "dress" by the men of the front rank?

33 When marching in file.

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49. What is meant by changing ranks?

When a squad turns about, the ranks are thereby changed, *i.e.* the former rear rank becomes the front rank and the former front rank becomes the rear rank. 34

50. When should the caution "The Squad will Retire" precede the command "About Turn"?

When a squad is required to fall back for a short distance only, and then to face again the original direction. 34

51. When a squad in two ranks is practising the diagonal march, what must the rear rank men be specially careful to remember?

To preserve their relative positions with the men of the front rank in order that when they are halted in line they may again "cover" correctly. 35

52. When a squad in two ranks is ordered to change direction or form up, do both ranks turn on the caution?

The rear rank will not turn on the caution, but in forming will conform to the movements of the front rank. 36

53. What is the test of marching in fours?

The position of the men when they turn into line; if there are no gaps or irregularities in the line, and the squad occupies the same frontage as before it formed fours, the marching is good. 37

54. How can the left four be always kept complete although an odd file may be in the squad?

The file on the left of a squad will invariably act as a left file, and the second file from the left will invariably act as a right file in forming fours. 37

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55. How do the left files act on the word Two-deep when the squad is halted in fours?

They move to their original position in line by taking a side place of 30 inches, and a pace *forward* of 30 inches: or, if the squad has been turned about
37 i. while in fours, a side pace and a pace *back*.

56. By what command may fours be formed diagonally?

37 ii. Form Fours, Right (or Left) Incline.

57. After forming fours to a flank you give the command In Fours, Left (Right) Turn, how do the men proceed?

37 ii. They turn as ordered and do not reform two-deep.

58. When on the march how do the right files act on the command Form Fours or Re-form Two-deep?

37 iii., vi. They mark time two paces while the left files are moving into their places.

59. How are the ranks kept dressed when a squad is marching in fours to a flank?

A flank will be ordered to direct, and each section
37 vii. of fours will dress by that flank.

60. When is the command Advance given to a squad moving to a flank in fours?

37 viii. When it is required to resume line formation after the command Right or Left Incline.

61. By what command is line formation resumed after forming fours to a flank?

37 ii. Left or Right Turn.

62. From what formations can fours be formed?

37 i., iii., iv. 1. In line, 2. In file, } halted, or on the march.
3. When moving by the diagonal march.

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63. By what commands can a squad in fours be ordered to resume line or file formation?

1. Re-form Two-deep. **37 i**
2. Left or Right Turn. **37 ii.**
3. Right or Left Incline—Advance. **37 viii.**

64. In what circumstances would the command Rear Fours, Cover, be given?

When fours are changing direction and the squad is ordered to halt or mark time when a part only of the fours have wheeled. **38**

65. When a squad moving in fours to a flank is ordered to form squad, what movement do the men execute before turning towards the named flank?

They re-form two-deep. **38**

66. With what practical object would troops marching in line be formed into fours or turned into file either to a flank or inwards?

In order to pass a defile. **39**

67. Would you diminish the front of a squad in order to cross a stream, ditch or bank?

No; generally it would be best to increase the front by causing the men to gradually open out before they arrive at the obstacle. **40**

68. How do the men act on the command Dismiss?

After a pause, the squad will break off quietly and leave the parade ground with sloped arms. **41**

SKIRMISHING

GENERAL RULES

69. What formation is implied by skirmishing, and what use is made of skirmishers?

1. Skirmishing implies extended order. **137 i.**

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2. Skirmishing is the all important formation used
137 ii. in warfare against a well-armed enemy.

3. The attack is generally carried out by succesive
137 ii. lines of skirmishers.

4. Skirmishers are also employed to draw off the enemy's attention from the point where the real
137 ii. attack is to be pressed home.

5. Skirmishers prevent enemy's patrols observing
137 ii. the line of march or the position.

6. Skirmishers secure the main body from surprise while in movement near the enemy.

70. How should a section of infantry be divided for exercise in skirmishing?

Into two squads, each squad being again divided
137 iii. into two groups, each group having a selected leader.

71. How should skirmishers move as regards formation, pace, dressing, etc.?

In single rank, with varying intervals; rifles at the trail; regular dressing and keeping step to be
137 iv., dispensed with; in quick or double time, or even by
v., vi. creeping along the ground.

72. How are orders to be conveyed when skirmishing?

As far as possible by signal; but at the preliminary drills words of command may be used, if
137 accompanied by the corresponding signal and pre-
viii. ceded by the whistle sound.

73. How should the preliminary training of skirmishers be carried out?

On level ground, as a drill, intervals being maintained, and all movements, commands, signals, etc., being in strict accordance with "Infantry Training,
138, Part 1." The men may stand easy instead of lying
139 down.

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Skirmishing Drill

74. From what formation may extension take place?

From any formation and from any part of the section. 139

75. When extension is ordered how do the men in the rear rank act?

Every man in the rank in rear will in extending move up on the left of the man of the same file in the leading rank. 139

76. In advancing how is the true direction kept towards the objective pointed out?

One man will invariably be ordered to direct, but every man must take his share in maintaining the direction. 139

77. What word of command may be given to extend (1) from line; (2) from column of fours or file?

1. "From the Right," "From the Left," or "Outwards," to —— paces Extend. 140,
2. "To the Right" etc., etc. 141

78. When extending outwards from line which man stands fast or moves straight on?

The inner man of the squad on the right who is "the centre" of the section. 140, 172 i.

79. Describe the movements of a section in column of fours or file on the order to extend "outwards."

The leading half of the section will extend from its head to the directing flank; and the rear half of the section from its head to the outer flank, doubling forward into the alignment. 141

80. Your section is marching in fours northwards, and it is suddenly attacked from the west, what

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commands would you give in order to get into a formation to meet the attack?

Left Turn. From the Right, or Left (or Out-
141 wards) to —— paces Extend.

81. Describe the method of "oblique extension."

If required to extend obliquely to the line of advance the command Half Right (or Left) should precede the order for extension, *e.g.* Half Right
142 Outwards to —— paces Extend.

82. By what commands may the intervals between men in extended order be varied at the will of the instructor?

1. From the Right or Left to —— paces Extend.
2. On the Right or Left to —— paces Close.
3. Outwards to —— paces Extend.
144 4. Inwards to —— paces Close.

83. By what word of command are men in extended order ordered to retire?

145 About.

84. May the order Right or Left Incline be given to men in extended order?

Yes, if the line is required to move to a flank, the original direction is resumed in the word
146 Advance.

85. A squad in extended order is advancing east and is required to skirmish due north, what commands would you give?

"Change direction to the Left" and indicate the
147 direction by signal.

86. You are ordered to relieve a line of skirmishers, how would you act (1) if the skirmishers are retiring; (2) if they are halted?

1. Extend my men in a good position for firing

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and let the retiring line pass through my intervals; then I open fire.

2. Extend, advance, and halt my men in the intervals in the old line; then I open fire. 148

87. You are retiring, having just been relieved by a new line of skirmishers, when you are ordered to halt, how do your men act?

Turn towards the enemy and lie down. 149

88. What is the fire unit in the case of skirmishers, and what description of fire is generally used?

Usually the squad, but sometimes the group: independent fire will generally be employed by skirmishers. 150

89. A section in extended order is firing at an objective due north, but it becomes necessary to direct its fire westward, how would the change of plan be effected?

The order or signal to change direction would be given. The nearest man would turn and open fire on the new objective, the remainder would run or creep up, one or two at a time, on to the new alignment and open fire individually as each man got into position. 151

SKIRMISHING PRACTICE

GENERAL RULES

90. When should the practical application of the principles of skirmishing be taught?

As soon as the preliminary training is completed. 152 i.

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91. On what ground must skirmishing practice be carried out?

On broken ground; without constant practice over undulating, wooded, hilly, mountainous or rocky
152 i. country, men can never become efficient skirmishers.

92. For what must skirmishers be always on the alert?

For the appearance of the enemy, and for orders,
152 ii. a whistle or signal.

93. For what reasons are troops formed as skirmishers?

1. To present a bad target for the enemy's fire.

2. To escape the enemy's observation when reconnoitring.

152 iv. 3. To be able to take advantage of cover.

94. Why should the commanders of sections, squads and groups not be interfered with while in movement?

Because it is necessary to train them to act on
152 v. their own judgment.

95. When an instructor wishes to check errors what should he do?

Give the command Halt, and then move round and
152 v. point out mistakes.

96. How are casualties simulated during skirmishing practice?

Officers and leaders may be ordered to fall out, and the men allowed to carry on, in accordance with the instructions originally issued, under the selected
153 men or oldest soldiers in each squad and group.

97. How is the use of cover to be taught?

Instructors will show how cover from fire can be obtained from the folds of the ground, and will practically demonstrate the method of utilising trees,

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walls, banks, ditches, boulders, etc. They will also explain how bushes, long grass, gorse, standing corn, etc., may conceal troops and render it difficult for an enemy to detect the strength or position of the force against him. 154

98. Mention a few rules which you would teach skirmishers with regard to "cover."

1. Carefully scan the ground you are about to cross and select the next place for a halt. 154 iii.

2. Fire from the bottom or the right of cover, not from the top or the left. 154 iv.

3. When cover is not available, lie down flat in the open. 154 iv.

4. Never expose yourself on the skyline or against a background which would show you up. 154 vi.

5. When covered from view only, never show yourself except when necessary to fire. 154 v.

99. When firing "blank" at exercise what men should not be allowed to fire?

Any men who cannot see the mark. 155

100. What are skirmishers expected to do with regard to reporting and passing orders?

Report to their leaders anything they may observe of the dispositions of the enemy; call their attention to all signals and to the movements of other units; pass orders, messages or information along the line without shouting. 156

101. What evils are produced by over-extension?

Loss of control, and diminution of the volume of fire; it is very dangerous in close country and in woods and whenever counter attack is probable. 157

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102. What should a leader of skirmishers be always able to do?

Give a reason for the interval at which his men
157 are extended.

ATTACK PRACTICE

GENERAL RULES

103. Give some rules for conducting attack practice.

1. Instructions as to objective scouting, out-flanking, etc., to be given before extending.

2. Extend while under cover.

3. Intervals vary from five to fifteen paces and when other squads are in support they may exceed fifteen paces.

4. Skirmishers may move in file for the sake of cover only when ordered by section leaders.

5. Rushes over open ground should never exceed 80 or 100 yards. At decisive ranges, a rush forward should be so brief that the enemy has no time to aim.

6. Men may run, creep, or crawl forward by ones or twos over ground which affords slight cover.

7. If the distance from cover to cover is too great to cross without halting, men will throw themselves down flat and lie still to recover their wind for the next rush.

8. Bayonets usually fixed at 350 yards from objective.

9. Men of groups, squads and sections, must keep together if possible.

10. Alternate rushes led by squad commanders may be ordered by the instructor; when the leader halts, his men halt, and open fire to cover the

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advance of the squad behind, which will now rush forward, pass beyond the leading squad, halt, and open fire. 158

104. Where should the commanders of squads and sections take post in the attack practice?

Wherever they can best carry out their duties: in open ground, when the line is halted and the enemy's fire is heavy, they must lie down either on the flank or among their men. 159

105. How are orders in the field to be given and acknowledged?

Given by signal, and acknowledged by a salute with the hand. 160 i., iii.

106. When a commander or leader is disabled how do the men under him act?

They look to the next in rank, who must instantly assume the duties of the disabled leader. 160 iv.

107. What are the duties of the section commander with regard to firing?

To point out the target, give the range, control expenditure of ammunition and inform the captain when it is running short. 160 v.

108. Who is responsible that men adjust their sights and aim at the right target?

The squad commander. 160 vi.

109. What are the duties of a group leader?

To see that all orders are carried out by his group, to assist the squad leader, and when his group is detached or isolated, to assume entire control. 160 vii.

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110. What is a skirmisher expected to do when left to himself?

Continue fighting where he stands until he is reinforced or receives fresh orders from any superior
161 or older soldier.

DEFENCE PRACTICE

111. What are the chief points to be attended to when occupying a post?

1. Tell off scouts to watch the flanks.
2. Place each man so that he can use his rifle effectively.
3. Try to remain invisible to enemy.
4. Utilise natural rests or supply artificial rests.
5. Ascertain ranges and inform everyone.
6. Clear away from front and flanks any cover
162 which would be useful to attackers.

RECONNAISSANCE PRACTICE

112. In reconnoitring the enemy or the ground how are men best able to understand what information you require of them?

Ask them for a reply to a definite question, *e.g.* is there any trace of an enemy in such a village? is
163 there a bridge over the river at such a point?

REINFORCING

113. In what manner are soldiers practised in reinforcing to the front?

Two sections or two squads may be extended in two lines. On the order to Reinforce the rear line will advance and occupy the intervals in the leading

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line; no regard need be paid to the order in which the men place themselves, but great attention should be paid to the following points:—

1. The men reinforcing must at once look for the nearest squad commander and place themselves under his orders.

2. Group leaders must take charge of the men as they come up, and point out their new squad commander.

3. When the cover is so good that it can be done without exposure (such cover must constantly be sought) men must rejoin their own squads. 164

114. How do men reinforce on a flank?

The rear line advances and prolongs the first line to the right or left. 164

RETIREMENTS

115. What is the rule about pace when men are retiring?

If men are at all shaken (as when an attack has failed) they must not double back but move in quick time; on the other hand, if men are well in hand, may rush from cover to cover at their quickest pace. 165

116. May sections retire alternately?

Yes; one section will fire, rise and rush back beyond the other section, which will then open fire. 165

MEETING AN ATTACK BY CAVALRY

117. When at drill skirmishers hear the caution Cavalry Close how should they act?

The men of each section will close upon their leader and fix bayonets. 166

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118. You are commanding skirmishers, and are threatened with an attack by cavalry in flank, what commands would you give?

166 Cavalry Right, Half Right, Left, etc.

119. Mention a few facts about cavalry that every infantry soldier ought to know.

1. Foot soldiers even on open ground have little to fear from individual troopers, provided they keep cool, and have plenty of ammunition, and on broken
166 i. ground they have an advantage over cavalry.

2. Swordsmen moving at speed can inflict but little damage on infantry who throw themselves flat down
166 iv. as the horsemen close on them.

3. Cavalry often threaten an attack in order to cause infantry to get into a close formation, and so
166 ii. become a mark for artillery fire.

ASSEMBLY AFTER DISPERSAL

120. What should men be taught to do after dispersal on the command Assemble?

Double rapidly towards their commander and form
167 up in two ranks on his left.

INSPECTION OF SKIRMISHERS

121. How would you test the efficiency of a section of skirmishers?

Question them during a series of exercises on broken ground, and let their replies take the form of practical illustrations; or require them to say how they would act, or what they would report, in circumstances that might arise out of some exercise which is not a mere
168 repetition of operations already rehearsed.

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COMPANY DRILL

122. What is the largest infantry unit that can be directly controlled under fire by one man?

The company. **171 ii.**

123. Into what sub-units is a company permanently divided?

Two half-companies, four sections, eight squads. **171 iii.**

124. When are groups formed and leaders appointed?

On all parades, except for ceremonial, each squad will be told off by the subalterns into groups of not less than five men, including a group leader. **172 ii. 171 iii.**

125. What is the object of company drill?

1. To enable the company, when it takes its place in the battalion, to carry out any movement or formation the C.O. may prescribe.

2. To render the company capable of independent action when detached from the battalion. **171 v.**

126. Where does a subaltern take post when the company is in line or in column of half-companies?

Three paces in rear of the centre of his half-company. **172 ii.**

127. When does a subaltern take post on the directing flank of a column?

When his company is in column of sections or of squads. **172 ii.**

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128. When do the section commanders march on the directing flank of a column?

172 ii. When their company is in column of squads.

129. Who accompanies the captain when the company is acting independently?

172 ii. One drummer.

130. What is the post of a squad commander (1) when the company is marching in fours or file; (2) at other times?

1. Squad commanders will be on the directing flank of the leading and rear fours or file of their 172 ii. section.

2. Each on the flank of his own squad aligned with the front rank.

131. How do supernumeraries carry their arms?

They usually conform to all orders given to the company, but when the men "present" arms, and when the men fire in close order, they "order" arms. They fix bayonets only when they are escorting the colours, or when the men fix bayonets for attack 172 ii. or defence.

132. Why should a company at drill be constantly turned about?

In order that every man may be equally competent 172 iv. to act on either rank.

133. How are men taught to march and stand at ease at once on the word of command?

By using them to slope arms and move off on the command, Quick March (or signal to advance), and order arms and stand at ease on the word, or signal, 172 v. Halt.

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134. What are the rules for "dressing" when at company drill?

The flank, or file, by which men are to march will always be named, and men will dress by that flank, taking up their own dressing in all formations except at ceremonial drill. Squad commanders on the directing flanks must always cover each other, and when the column is formed at the halt they should take up their covering immediately the word halt is given. 172vii., viii., ix

135. How should a company fall in for inspection on its private parade ground?

In column of sections three paces distance between ranks, with an interval of two paces between squads, section commanders covering in the intervals. Plate 18

136. What is done when the captain gives the command Tell Off the Company?

Section commanders number off their commands from the leading section. 173

137. What other commands does the captain give at inspection?

Fix Bayonets. Unfix Bayonets.
For Inspection, Port Arms.
By Squads, Number.
Form Fours. Re-form Two-deep.
About Turn.
Form Fours. Re-form Two-deep.
About Turn. 173

138. When are the intervals between squads closed by the section commanders?

When the inspection is completed, and before the company is proved. 173

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139. When is the rear rank closed up to its proper distance of two paces?

When a company without rifles is inspected each section commander will close the ranks on completion of the inspection of his section; but when rifles are inspected, each rear rank man, when the officer has passed the file next to him, will (having closed the cut-off and breech, pressed the trigger and
173, 73 ordered arms) close up one pace before standing easy.

140. When a company changes ranks how do the officers, etc., gain their new places?

The captain moves round a flank, supernumeraries pass through the ranks by the flanks of their sections,
175 the squad commanders making way.

141. In what circumstances do the officers, etc., retain their original positions after the company has turned about?

When the caution "The Company will Retire" has
175 been given.

142. A company standing on parade in column of sections is required to "deploy," i.e. to change formation from column into line on the same alignment, give the various commands necessary.

Captain: On the Left, or Right, Form Company Commanders of Sections Nos. 2, 3 and 4; Left, or
176 Right, Incline. Quick March.

143. The company in column of half-companies is moving to a flank in fours when the captain gives the caution Deploy to the Right, what commands do the subalterns give?

The commander of the "leading" half-company

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gives Halt, Left Turn, the commander of the rear half-company moves on until opposite his place in the alignment, and then gives "Left Turn," and when the alignment is reached, "Halt." 176, 267

144. When marching in line who is responsible for keeping the direction?

The squad commander on the named flank, who must select points to march on, and if the company is turned about, he must step out, align himself with the new leading rank and take up fresh points, unless the directing flank is changed by the captain. 177

145. When a company in line changes direction when does the squad commander on the inner flank align himself with the flank man on the new front?

On the word Form. 178 i.

146. When a company in line is marching "by the right," and is required to change direction to the left, what should the captain do before giving the order to "form"?

Change the directing flank by giving "By the Left." 178 ii.

147. Should troops move as a rule on a narrow front?

No; columns must always move with as broad a front as the ground allows. 179

148. A company in line marching by the right is required to diminish its front by one-half, give the necessary words of command.

Captain: Column of Half-Companies from the Right. Left Half Company, Right Turn.

Subaltern: Left Half Company, Left Incline. Advance. By the Right. 179

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149. A company marching in line is required to diminish its front by seven-eighths, how many commanders would give orders before the column was formed?

179 Eight. The captain and seven squad commanders.

150. A company in line, halted, is required to advance in column of sections, give the necessary commands and describe the movement.

The captain gives: Column of Sections from the Right; Remainder, Right Turn, Quick March.

No. 1 section advances. Nos. 2, 3 and 4 sections move on in file, and in succession are ordered by their commanders to "Left Incline," "Advance." Squad commanders on the right cover from the
179 front and gain "section" distance.

151. A company marching in line is required to halt and form column of squads, give the captain's word of command and describe the movement.

The captain gives: At the Halt Column of Squads from the Right; Remainder, Right Turn. No. 1 squad halts and takes up its dressing by the right, the other seven squads are led in file and wheeled to their places in rear of No. 1 squad, and are successively ordered by their own commanders to "Halt" and "Left Turn." Each squad commander covers from the front, and the men take up their
179 dressing.

152. A company in line marching due north is required to move eastward in column of sections, give the words of command necessary.

Captain: Into Column of Sections to the Right.
180 Sections, Right Form. Forward. By the Right.

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153. A company is marching in column of sections, due east, and is required to move northwards in line formation, it is marching by its right, give the necessary words of command.

Captain: By the Left. Sections into Company. Left Form. Forward. By the Right. 180

154. When a company is moving to a flank in fours, or files, and is required to march in column of sections, what commands would be given, and by whom?

The captain would give (1) "On the Right," or Left, Form Sections; (2) "Forward." 181

155. When a column of half-companies, sections or squads, is required to change direction, who gives the executive words of command, or signal, to "form"?

The commander of each half-company, section or squad in succession as the spot is reached on which the pivot man is to turn. 182

156. In what way may a company marching in line pass a defile too narrow to admit a column of squads?

It may form files or fours to a flank and wheel to the right or left. 183

157. In what circumstances should a company be broken up into a line (or lines) of columns of fours or files?

When in a broken or wooded country, when exposed to distant artillery fire, or preparatory to extension. 184

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158. You decide to move your company in fours through a wood in a line of four columns, with an interval of 25 yards between columns, give the necessary words of command.

Line of Sections in Fours by the Right (or Left) at 25 yards interval. No 1 will Direct.

184

159. You have to advance under shrapnel fire, and decide to move your company in two lines, four columns in each line, an interval of 50 yards between each column, and each line 300 yards distant from the other, give the necessary orders.

Lines of Four Squads in File. By the Right (or Left) at 50 yards interval, and 300 yards distance. No 1 (or 4) will Direct.

184

160. Before ordering a movement in line of columns what instructions should a captain issue?

He must assign an objective on which the whole are to march, and give directions as to scouting.

184

161. When orders have been given for a movement in lines of columns how should the commanders of units proceed?

Each must move off his command into the position assigned it by the shortest route, and then step short until the line is formed, when all will proceed in quick time, taking advantage of cover, even if the intervals are thereby increased or reduced, and carefully keeping the true direction.

184

162. During movements in line of columns what are the duties of subalterns?

To direct and superintend the movements of their half-companies, and send out scouts (in default of

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orders from the captain) to cover the movement and protect the flanks. 184

163. When a company is in close order how does it meet an attack by cavalry or swordsmen?

The men fix bayonets and form line to face the attack: the two outer squads then dress back. 185

164. After a cavalry attack has been dispersed what commands are given by the captain before the company is formed into its original position?

Re-form Company. Order Arms. Unfix Bayonets. Up the Flanks. 185

165. Why should drill and fire tactics be constantly combined on all parades even on the barrack square?

In order to give the N.C.O.'s and men an intelligent interest in the exercise. 186

166. Why should all the movements in company drill be frequently practised in single rank?

So that two skeleton companies may be formed, and subalterns trained to habits of independent action. 187

167. How is a company to be trained in skirmishing?

By means of tactical exercises on broken ground in accordance with the principles laid down for the squad. The captain should decide whether ground should be crossed by simultaneous rushes, by rushing man by man, by crawling in succession, or independently, or in quick time. Company training should embrace a variety of rough and ready expedients calculated to enable a fighting front to be shown with the least possible delay in any required direction. 189

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168. When is infantry required to scout?

All bodies of infantry on the field should feel the way, and protect themselves from surprise by means of scouts, who must be pushed out several hundred
190 yards in advance and to the flanks.

169. What infantry soldiers are to be specially trained as scouts?

At least two men per squad and one N.C.O. per
190 half-company.

170. For what special purposes may the scouts of several companies be combined in one body under selected officers?

1. To keep down the fire of the enemy's scouts and snipers, to ambush them, and drive them off.
2. To rapidly seize points of importance.
3. To cover retirement from difficult positions.
4. To act on ground that is too difficult for
191 ordinary infantry.

171. What are the duties of "ground" scouts?

1. To find accessible routes.
2. To find cover for an advance.
3. To look for obstacles to an advance.
191 4. To ascertain the best ground for an advance.

172. Mention a few important things for scouts to remember.

1. To keep touch with the troops they are covering.
2. The less they are seen or heard the better.
3. Only to fire in self-defence, or to prevent enemy's
192 scouts getting information.

173. What is expected of a trained scout?

He should be able to find his way across country both by day and night; to read a map; to work by

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sun and compass, and by observation of landmarks, and by the direction of watersheds and streams; to transmit information by signal, by written message, and by word of mouth; to cover long distances at the double, and climb steep hills in marching order. 192

174. When a company is inspected in close order drill, in what points especially are officers tested?

Readiness in changing from one formation to another, and adapting formations to the ground; in utilising the fire of their commands in the most effective manner; in controlling the fire; in giving clear and concise orders; and in maintaining direction, interval and distance. 194

175. When a company is inspected in attack what is expected of the subordinate leaders?

Readiness in adapting formations to the ground, in occupying suitable fire positions, and in covering the advance of other half-companies, etc., by fire. The power of initiative shown by them is also to be noted by the inspecting officer. 194

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EXAMINATION ON APPOINTMENT

SUBJECT B

THE DUTIES OF COMMANDERS OF GUARDS, TOGETHER WITH THE MODE OF MARCHING RELIEFS AND OF POSTING SENTRIES

*** *The References in margin are to "Infantry Training," "King's Regulations," and "Guard Report."*

176. How does a guard or relief carry its weapons when marching?

Guards, including reliefs rounds and patrols, will march with sloped arms and fixed bayonets, except in wet weather, when arms will be carried at the secure.

177. How should a sentry carry his arms as he walks on his beat?

Sentries are to walk about with their arms at the slope.

178. How does a soldier under arms pay a compliment?

When a soldier, not on sentry, passes or addresses an officer, he will carry his rifle at the slope, turning his head towards the officer. If halted while an officer passes, he will turn towards the officer and stand at the order.

179. How do sentries in their sentry boxes salute?

By springing smartly to attention.

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180. Where are details given of the honours and salutes to be paid by guards and sentries?

In the "King's Regulations."

181. How are compliments paid and returned by parties marching with arms at the secure, parties with side arms, and unarmed parties?

By Eyes Right (or Left), the commander, whether officer, N.C.O. or private, saluting with the right hand as he gives the command.

182. When guards turn out how do they fall in?

With sloped arms, the commander, if a N.C.O., takes post on the right, if an officer, three paces in front of the centre of the guard.

183. On what occasions do guards turn out after retreat and before reveille?

Only at tattoo, on the approach of a body of troops, when the alarm is sounded, to receive grand rounds and to receive visiting rounds.

184. Does a guard pay compliments between retreat and reveille?

Only to grand rounds, to whom they present arms. I. T. 305

185. After sunset do sentries pay compliments?

On the approach of an officer they turn to their front and stand steady with sloped arms; they will not present arms to any officer or armed party except grand rounds.

186. What compliment is paid to a military funeral by officers, soldiers and colours in passing? K. R. 53

They will salute the body.

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187. How do officers and soldiers salute troops with uncased colours?

K. R. 52 They salute the colours and the C.O. (if senior).

188. How does an officer commanding an armed party pay or return a compliment?

K. R. 54 By drawing his sword and giving the commands "Attention," "Slope Arms," "Eyes Right" (or "Left").

189. How do warrant officers and N.C.O.'s salute when wearing swords?

K. R. 60 With the right hand.

190. In a civil court does an officer or soldier remove his head-dress?

K. R. 62 Yes, while the judge or magistrate is present, except when on duty under arms with troops who are inside the court.

191. How are infantry colours, cavalry standards and guidons when uncased always to be saluted?

K. R. 45 Troops "present" arms, bugles sound a "flourish" and drums beat a "ruffle"

192. How does a salute to a field-marshal differ from that to a general?

K. R. 45 Regimental colours are lowered to a field-marshal, but not to a general.

193. What distinction is made in the salute given to the sovereign and that due to viceroys or members of the royal family?

K. R. 45 Only the first six bars of the National Anthem are played for a viceroy or a member of the royal family.

194. What corps carry no colours or standards?

K. R. 39 Rifle regiments carry no colours, hussars and lancers carry no standards.

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195. When is an escort furnished for the colours?

When colours are being removed from or taken to the place where they are usually kept, an escort will accompany them and pay them the customary honours. K. R. 42

196. When must officers return salutes?

Officers, except when their swords are drawn, are to return the salutes of junior officers and soldiers. K. R. 56

197. What is the composition of an ordinary guard of honour?

Fifty rank and file, two officers, the band and regimental colour. K. R. 65

198. When do the officers with a guard of honour take post?

The officer carrying the colours marches in the centre of the guard and takes post, when the guard is formed up, three paces in front of the centre. The commander of the guard and the third officer take post three paces in front of the second file from the flanks—the commander on the right. I. T. 299, 300

199. When do sentries present arms?

Sentries "present" only to general and field officers and to armed parties. A sentry over a royal palace will only present to members of the royal family and armed corps. A sentry over a general's quarters will not present to officers under the rank of general.

200. How are guards formed up on a garrison parade?

A N.C.O. of each guard will be covered in column by the sergeant-major. The field officer of the day will then give "Form Guards." The commanders

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of guards will then be given the countersign, if any. The O.C. the parade will then give—

Form Fours, Right. To Your Guards, Quick March.

I. T. 301 On the command "Form Fours," etc., guards consisting of less than eight men will move to their front in line or turn and move off in file.

201. Describe the procedure on changing guard.

The new guard advances in line towards the front of the old guard and will be drawn up fifteen paces in front of it. The old guard drawn up outside the guard-room will present arms. The new guard will return the salute. Both guards in like succession "slope," "order" and stand at ease.

I. T. 302 When the ground does not admit of the guards facing each other, the new guard forms up six paces from the left of the old guard.

202. When is the new guard "told off," and when is the first relief sent out?

Immediately after returning the salute of the old guard.

203. When the first relief of a new guard is sent out why does a corporal of the old guard accompany it?

To bring in the relieved sentries.

204. How do the two corporals that go out with the first relief take post?

On going out, if marching in line, the corporal of the new guard who is in command takes post on the right, and the corporal of the old guard on the left, if the relief is marching in file the commander takes

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post on the right flank of the rear file, the other corporal at the head of the front rank. On returning, the corporals change places and the corporal of the old guard will take command.

205. While the first relief is marching round what should the commander of the new guard do?

Take over the stores and furniture, including watch-coats in charge of the guard, according to the inventory in the old guard report, noting in his own report the condition when taken over.

206. What is the procedure when the sentries of the old guard are relieved and all the men have fallen in?

Both guards will be called to attention and ordered to slope arms: the old guard will then move off in fours or file and the new guard present arms.

207. How does the commander of the new guard proceed when the old guard has marched off and is clear of the ground?

Give the command Slope Arms, and move on to the alignment previously occupied by the old guard. Arms will then be ordered and the standing orders of the guard will be read and explained to the men. Afterwards the men are dismissed to the guard-room.

208. The men of the first relief not being present when the orders are explained to the new guard, how do they become acquainted with these orders?

The commander must take care to explain the orders to them as soon as they come off sentry.

209. Where does a sentry take post on the approach of the relief?

In front of his sentry box, with sloped arms.

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210. When should the corporal halt the relief?

He gives the command Relief, Halt, at about six paces from the sentry he is about to relieve.

As soon as the relief halts, without any word of command the new sentry will move out from the relief and fall in on the left of the old sentry facing in the same direction. The old sentry will then give over the orders for his post. The corporal is responsible for their being understood by the new sentry.

211. On what word of command does the old sentry fall in with the relief and the new sentry close two paces to his right?

On the word PASS.

212. What is the corporate word of command to move off his relief?

Relief, Quick March.

213. When a sentry is first posted on a new post what must a corporal do before leaving the sentry?

He should halt him so as to face the front of his post; personally read and explain the orders for his post; state clearly the object for which the sentry is posted; show him the front of his post; point out the extent of his beat; caution him not to quit his arms, nor lounge, nor converse with anyone; always to turn outwards when turning
I. T. about on his beat, and never to stand in the
303 sentry box unless the weather is really inclement.

214. When should a relief form up in single rank, and when should it be marched as in file*?*

Reliefs of fewer than four men are at all times to be formed up in single rank, and in streets or narrow

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places reliefs of any strength should march "*as* in file." 303/4

215. How does a sentry act who has been told to demand a countersign?

After receiving a reply to his first challenge he calls out Stand (Grand or Visiting Rounds) Advance One and Give the Countersign. He brings his rifle from the slope to the ready, and in this position receives the countersign before giving Pass, *i.e.* All's Well.

216. How do sentries challenge after dark (1) if the sentry is on or near the guard-room door; (2) in other cases?

1. If near the guard-room door, Halt, Who Comes There? if the reply is "Rounds," the sentry will call Guard Turn Out.

2. In other cases, "Halt, Who Comes There?" (bringing his rifle from the slope to the ready if on a post where a sudden rush could be made upon him), and on receiving a satisfactory reply, "Pass, Grand or Visiting Rounds, Friend, All's Well," remaining at the slope or ready till he has passed or presenting arms to grand rounds as they pass. 304/305

217. How does the commander of a guard act when, after dark, the sentry calls "Guard Turn Out" on the approach of the field officer or captain of the day?

Fall in the guard, with sloped arms and bayonets fixed, and, if there is no countersign, call out Advance Grand or Visiting Rounds, All's Well, presenting arms only to "grand" rounds. If there is a countersign he will send out a N.C.O. with a flank file of the guard to receive the countersign and bring it back

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to him only. If the countersign is correctly given, the guard commander will call out "Advance," etc., as above.

218. Detail the procedure of the N.C.O. and file of the guard sent out to receive a countersign from "rounds."

He doubles out from the guard with his men, halts about ten paces from rounds, brings his men to the "ready" position from the slope and calls out "Who Comes There?" On receiving the reply, "STAND Grand or Visiting Rounds, Advance One and Give the Countersign." This having been given to him, the N.C.O. will then himself double back to the guard with the parole for verification. The file of men remain until "All's Well" is heard, and then double
305 back to the guard.

219. When is a guard or piquet entitled to count a tour of duty?

Only when in pursuance of that duty it has
K. R. marched off the ground where it was ordered to
245 parade.

220. Who takes command of the piquets in case of fire, riot or alarm?

K. R. The field officer of the day.
255

221. How should guard-room prisoners be treated by the guard commander?

A soldier who is drunk is, if possible, to be confined alone—he may be deprived of his boots, except when likely to suffer in health in consequence; he is to be visited by N.C.O. and escort every two hours, and the medical officer must be sent for if symptoms of serious illness be observed. Prisoners

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are to be exercised under supervision for the benefit of their health and allowed bedding in severe weather (or if detention exceeds two days), but will be searched and deprived of knives and other weapons. 446-8

222. In what circumstances are soldiers ordered extra guards or piquets?

As a punishment for minor offences or irregularities when on, or parading for, these duties; but only a C.O. can award this punisbment. 460

223. What is guard-room subsistence?

An allowance that may be claimed by a soldier who has forfeited his pay, etc., while in the guard-room to defray the cost of his groceries and washing.

224. Write out the usual certificate furnished daily by a guard commander.

(See end of book, Appendix 5).

225. If a guard-room prisoner falls sick what steps must the guard commander take?

Send the prisoner to hospital in charge of a sentry from the guard. B. 160

226. Where would you look for an inventory of the articles in charge of a guard?

At the back of the guard report. B. 160

227. In what circumstances is a N.C.O. or private soldier's name entered on the guard report although he has not been a prisoner in the guard-room?

1. When a N.C.O. has been placed in arrest.

2. When the charge against a private soldier is deemed by O.C. company too serious to be dealt with by himself as a minor offence and he decides to leave the case to be dealt with by the C.O.

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228. On what occasions must a guard turn out?

1. At retreat, tattoo and reveille.
2. To C.O. in uniform once daily.
3. To general officers in uniform.
4. When the alarm is sounded.
5. To armed parties.
6. To armed corps.
7. When visited by orderly officers or rounds.

229. When does a guard "present" arms?

1. To grand rounds.
2. To C.O. in uniform once daily.
3. To general officer passing in front.
4. To armed corps (regiment, battery or battalion).
5. To the new guard.

230. When guards are relieving how do they salute an armed corps, a general, etc.?

K. R. 71 As they stand, by the command of the senior commander.

231. Mention some of the duties of a guard commander.

1. To inspect every relief before going out and on its return.
2. To visit sentries at least twice by day and twice by night.
3. To ascertain the orders for each post.
4. To remain with the guard except when visiting sentries.
5. To keep the men accoutred ready to turn out.
6. To send out patrols to visit the sentries.
7. To relieve sentries every two hours.
8. To issue hot coffee to guard at 1 A.M.

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9. To report immediately to orderly officer any unusual occurrence.

10. To turn out and inspect the guard at retreat, tattoo and reveille.

232. Where are military offenders confined before trial?

The accommodation usually available in barracks for the confinement of "soldiers" under charge of a guard is (1) the Prisoners' Room for associated detention; (2) the Guard-Room Cells for prisoners who are to be kept apart. 441

233. At what hours do guards mount, and who inspects them before going on duty?

Generally at 10 A.M. The adjutant or some officer of their corps.

234. What ought a "guard" report to show besides the names and offences of prisoners?

The hours at which the commander went his rounds and sent a N.C.O. to visit his sentries; also when the guard was visited by officers on duty and by "rounds."

235. In what circumstances are piquets fully armed?

Patrols detached from a guard or piquet to assist the civil authorities, or quell a disturbance in which soldiers are concerned, are to be armed and provided with ammunition, but ordinary regimental piquets or patrols may be sent out with side arms only. 269

236. What is the procedure when a guard dismounts?

All guards on dismounting are to be inspected and their arms examined on their regimental parades. If the commander, N.C.O. and no officer

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is present on parade a report to be made to the adjutant or orderly officer before the guard is dis-
270 missed.

237. Mention two sections of the Army Act that are specially applicable to a guard commander.

Sect. 20, by which he may be sent to penal servitude for releasing without proper authority or permitting the escape of a prisoner.

Sect. 21, by which he may be imprisoned for failing to report the name and offence of a prisoner, and the name of the person by whom he was charged.

238. Is a guard commander bound to receive an officer in custody?

Yes; any officer or soldier may be placed in
433 charge of a guard piquet patrol or sentry.

239. Should a lance-corporal order a soldier into confinement?

Lance-corporals, with less than four years' service, will not confine private soldiers except in cases of personal violence or when on detached duties, but
445 will report the offence to the orderly sergeant.

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EXAMINATION ON APPOINTMENT

SUBJECT C

Duties of Regimental Orderly Officers and of Subaltern Officers

*** *The References in margin are to the "King's Regulations."*

240. When should barrack rooms be cleaned and arranged and the windows opened? 253

At reveille. 334

241. When the "alarm" or fire-alarm sounds how do all troops act?

They all turn out; under arms only in the case of "alarm"

242. When is "lights out" sounded?

Fifteen minutes after the "last post" of tattoo.

243. Who superintends the regimental duties and internal economy of each unit?

A captain of the day or week, assisted by a subaltern of the day. 257

244. Who visits the guards?

The officers on duty and "rounds." 268

245. To whom does the commander of a guard, if a N.C.O., report before dismissing the guard coming off duty?

The adjutant or orderly officer. 270

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246. When a company is detached as a working party, what is the duty of the company officers?

They are responsible for the amount of work done (the duty of the engineers being to see that the
297 labour is properly applied); sergeants or corporals
300 will not be ordinarily employed at manual labour?

247. Why is an officer on duty required to visit the barrack rooms every morning?

To see that they are clean, that the gas taps have been properly turned off, that the bedding is properly arranged, the bedsteads placed at least six inches from the wall (if the size of the room permits), and the
303 windows kept open if weather and season favourable.

248. How is the bedding in a barrack room to be arranged during the day?

When straw bedding is in use the palliasse is to be rolled up and the blankets (except one to sit upon) and sheets neatly folded and laid on the top, and the whole bound round the centre by a strap,
327 and placed two inches from the head of the bedstead.

When coir bedding is in use the bedstead and bedding will be arranged to form a seat; the foot of the bedstead is to be doubled back or run in, the sheets, blankets, mattress and bolster being disposed
328 as detailed in "King's Regulations," para. 328.

249. How often is bedding to be exposed to the air?

One hour every morning, and in fine weather the beds and bedding are often to be removed from the
333 rooms to be aired.

250. Where is the inventory of barrack room furniture and utensils to be kept?

326 In the room, pasted on a board.

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251. What N.C.O.'s are responsible for reporting loss or damage to public property in a barrack room, and for turning off the gas taps in rooms and passages?

The N.C.O's. in charge of rooms. 323 353

252. How is the appropriation of each room and the number of full units allowed to be ascertained?

The officer in care of barracks leaves a record on A.F. K.1251 with the O.C. troops.

253. Can any alteration be made in the gas or water fittings, or interior arrangements, of any building allotted for the use of troops?

Not without the sanction of the G.O.C.

254. How often should the floors in barracks be washed?

Only once a week; as little water as possible should be used; on intermediate days the floors are to be dry-scrubbed.

255. Is washing and ironing, or any dirty work, to be allowed in the barrack rooms?

Not where the men have to sleep. 336

256. Why does an officer visit the barracks when lights out is sounded?

To see that no lights or freshly made-up fires are in the barrack rooms or buildings occupied by troops, except in hospitals, latrines, guard-houses, and from April to September in recreation rooms. 346 1026

257. What is a fire piquet.

A party of men under a N.C.O. who know the source of water supply for the fire-engine and the method of adjusting the hose, etc. 348

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258. Where are the keys for the water supply to be kept?

One in the fire-engine house, and one in the guard-
350 room.

259. If an escape of gas occurs in barracks what are the first steps to take?

Turn off the lights and open the windows, and see that no light of any kind is brought into the vicinity; inform the representative of the officer in charge of
353 barracks.

260. Are soldiers' servants to sleep in the servants' rooms attached to officers' quarters?

374 No; nor keep their arms or accoutrements there.

261. Is an unmarried sergeant entitled to a separate room in barracks?

If in class XIX., only if this accommodation is available, otherwise he will be in the barrack rooms
395 with the men.

262. Who is held responsible for the economical use of gas and water?

The C.O., who must cause frequent inspections to be made at uncertain times, so that waste may be at once detected and reported to officer in charge
400 of barracks.

263. Should the beds of soldiers who are in hospital in cells or on short furlough be used by other soldiers?

398 No.

264. Can strangers be admitted into barracks?

The admission of strangers into barracks is to be "restricted," and all persons not of respectable
402 character are to be "excluded."

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265. When purchases of provisions "in default" are necessary, who should make them?

A regimental officer under the direction of the C.O. if there is no supply officer at the station. 401

266. Up to what hour are lights permitted in sergeants' messes?

Eleven P.M.

267. Do guard-room prisoners receive the ordinary rations and messing of soldiers?

Yes, they are subsisted by their company while under detention. 629

268. What are the duties of a regimental provost sergeant and regimental police?

To perform certain regimental duties, visit the canteen, repress irregularities, and clear the barracks and military premises of loose and disorderly characters. They have authority to quell all disturbers in the garrison and may apprehend offenders of any corps. 652

269. Are defaulters allowed in the canteen?

Only for one hour in the day, to be fixed by the C.O., and as a rule to be in the evening. 463

270. What is the duty of an orderly officer in regard to supplies?

To inspect the daily issues to the men and see them weighed to ensure that the men receive the quality and full weight to which they are entitled. 672

271. What is the duty of the orderly officer in respect of kitchen and cooking apparatus?

To visit and inspect them daily. 699

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272. Where is the key of the meat store to be kept?

In charge of the commander of the guard so as to
700 be available for the inspecting officers.

273. How are officers to learn to judge the quality of meat?

By perusing the "Guide to Meat Inspection for
701 Regimental Officers."

274. Why are orderly officers required to visit the barrack rooms during the meal hours?

To see that the breakfast, dinner, and evening meal are properly prepared, and that there is no cause for
699 complaints.

275. What are the duties of the sergeant cook?

To see that the company cooks perform their duties in accordance with the "Manual of Military
704 Cooking."

276. At what hour is the bread and meat inspected at home stations?

As a rule, at noon, on the day before issue, except on Saturday, when the supplies for Sunday and Monday will be inspected at 2.30 P.M.: but in hot weather it may be necessary to make the inspection
700 at 7.30 A.M. on the day of issue.

277. Are orderly officers required to visit army schools?

1213 No.

278. What soldiers may be allowed permanent passes to sleep out of barracks if approved by the C.O.?

When married with leave, and widowers with
724 children.

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279. Can a soldier who has married without leave be permitted to be out of mess?

If he has children the C.O. may give him this privilege, in order to support his family. 725

280. Are garrison and regimental institutes and premises to be visited by officers?

Yes, daily by the captain or subaltern of the day. 1002

281. At what hours may intoxicating or malt liquors be sold in the canteen?

At and after 12 noon till tattoo but not during the hours of Divine Service on Sundays. 1010

282. At what hour does the grocery shop close?

Half an hour after tattoo. 1011

283. How do the officers on duty record their daily visits to the hospital?

By signing Army Book 84 which is kept in the hospital for that purpose. 1700

284. What is the object of the daily visit of orderly officers to hospitals?

To bring to notice any irregularities which they may observe. 1700

285. Are regimental officers who are not on duty allowed to enter the hospital?

They are allowed access to their men in hospital at suitable hours. 1701

286. Should a soldier receive his pay while in the hospital?

Patients are not allowed to have money or valuables in their possession, nor to receive pay or presents of food, drink or luxuries, without the permission of the medical officer in charge. 1702

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287. Is a soldier "in rations" the day he goes to hospital?

Yes, but the rations should be sent to the hospital uncooked, so that they may be prepared by the
1706 hospital cook.

288. What soldiers are allowed to remain in their quarters as convalescents?

Such as are recommended by the medical officer to
1708 be placed on light duty.

289. What soldiers are entered in the sick report?

1709 Every soldier who reports himself sick.

290. When a soldier goes to hospital what is taken with him?

His sick report, his medical history sheet, and
1710 his kit, but not his arms or accoutrements.

291. What books is an officer of militia infantry required to have in his possession?

"The King's Regulations."
"The Manual of Military Law."
"Combined Training."
"Infantry Training."
"Musketry Regulations."
653 "Militia Regulations."

292. How are changes in regulations, garrison and other orders to be ascertained by officers?

By studying army orders, garrison or district orders and regimental orders, as soon as they are
654 published.

293. What rules are laid down for the guidance of officers entrusted with public money?

They are to record all receipts and payments in the cash book and keep the cash book in their

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own custody; they are (to the fullest extent possible) either to make all payments themselves or be present when payment is made; they are to consider themselves personally responsible for any sum of money they may entrust to subordinates. 655

294. What body of men is a subaltern to specially supervise?

His own half company, which he will subdivide into two sections, each under a N.C.O., himself keeping a nominal roll of the whole and making himself acquainted with the disposition, age, character and service of each man. 663

295. Who signs passes for soldiers?

Permanent passes are signed by the C.O., all other passes by the O.C. company. 666

296. What responsibility falls on a subaltern officer in temporary command of a company?

He is responsible for the equipment, ammunition, clothing, and public stores of the company; for the men's messes and necessaries being properly provided; for the cleanliness of the men of their clothing, arms, etc., and of their barrack, tents or quarters; for all money received on account of the company. 683

297. What official documents, books, etc., are kept up by a company?

1. Order Book.
2. Defaulter Book.
3. Messing Book.
4. Pay and Mess Book.
5. Pay List.
6. Cash Book and Ledger.
7. Register of Arms and Accoutrements.

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8. Personal Clothing Disposal Book.
9. Requisition for Clothing and Necessaries.

298. Are barrack or guard room cells to be used for prisoners under sentence?

Only pending their removal to a military prison.

299. When a soldier enlists, a blank army form called a defaulter sheet is handed to the captain of his company, state what is done with this document.

1. The heading is to be filled up, and afterwards—
2. Every punishment or reprimand awarded to the man is to be entered with full particulars of the offence, etc., and each entry is to be initialled by the officer who makes it.

Exceptions.— Awards of one day C.B. are not entered except in cases of D.; "Admonition" is not entered except in cases of drunkenness or absence.

300. How are entries in a defaulter sheet of offences of drunkenness specially marked?

They are numbered 1, 2, 3, etc., in red ink.

301. When is the letter D in red ink placed against an entry in a defaulter sheet?

When a soldier is convicted of absence and the C.O. determines that the offence was connected
2190 with drunkenness.

302. What entry in a defaulter sheet is made in red ink throughout?

An admission to hospital which is certified by the medical officer to have been caused by alcoholism.

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303. Who checks the entries in the defaulter sheets with the entries in the guard reports and minor offence reports?

The C.O. or an officer deputed by him. 2190

304. What becomes of a sergeant's drill book and musketry regulations when he is discharged or otherwise removed?

He is to deliver these books supplied at the public expense to the O.C. company. 766

305. Who has charge of the regimental workshops?

Each workshop is to be in charge of an officer (not the quartermaster), and the second in command will supervise the whole of them. 791

306. When a soldier is sentenced to imprisonment, where is he sent, and what documents accompany him?

If sentenced to a short term (up to fourteen days) he is sent to a district or branch military prison, together with army forms C. 385, C. 355, B. 253, his company defaulter sheet, and his medical history sheet.

306a. Explain the regulations with regard to fining a militiaman for drunkenness.

During preliminary drill and training he is fined according to the scale laid down in paragraph 650, Militia Regulations: when embodied or serving with regulars (as when drilling on enlistment at a depôt), the scale of fines for regular soldiers, as laid down in the King's Regulations, applies to a militiaman.

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EXAMINATION ON APPOINTMENT

SUBJECT D

The System of Pay and Messing in the Militia

*** *The References in margin are to the "Militia Regulations" and to recent "Army Orders."*

Decision, W. O. Oct./02 Mil. Regs. 765

307. When rations cannot be supplied on the day of joining for preliminary or other training or embodiment what money allowance is given in lieu?

For training, a "hot meal" allowance, 10d.
For embodiment, a "ration" allowance, 6d.

308. What is army form N. 1493?

The pay list for militia recruits attached to depôt companies for drill on enlistment.

309. In what part of N. 1493 would you record against the name of a man any days of detention in hospital, or other interruption of drill, which may afterwards have to be made good?

In the column headed "Remarks."

310. What peculiarity is to be observed in filling up the column in N. 1493 for cash payments?

The total sum paid to the man on account during the month, and the sum handed to him as a settlement on going away, are to be shown as separate items.

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311. When is the money allowance in lieu of rations usually drawn by militia recruits?

When the recruit goes on pass on Sunday, and is not receiving the free issue of bread and meat. **Mil. Regs. 657**

312. What is the allowance for subsistence in guard room and when is it claimed?

The sum of 3½d. is claimed from the Government on behalf of a man who is receiving no pay while in the guard room, in order that he may not run into debt for his daily subscription for groceries and washing. **Mil. Regs. 669**

313. If a recruit is in debt at the end of the month where must the accountant show the debt in closing his account?

In the pay list in the column headed "Due by the Militia Man."

314. If the recruit does not draw at the end of the month all that is due to him, where must the accountant show the credit balance in closing his account?

In the pay list, in the column headed "Due to the Militia Man."

315. When opening a new pay list at the beginning of the month, what details must the accountant copy from the prior pay list?

The amounts due by, or to, the militiaman must be copied from the old pay list and inserted in the new pay list in the columns headed "Debt from last month" or "Credit balance last month."

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316. What is the use of form 2 of the training pay list?

To summarise the contents of form 1 ready for transfer to form 3.

317. What is form 3 of the training pay lists?

This is a form of account between the captain and the War Office.

318. What are the principal items that appear on the "Credit" side of the captain's account with the War Office?

Regimental pay, bounty, and ration allowance.

319. What are the principal items that appear on the "Debit" side of the captain's account with the War Office?

Fines for drunkenness, hospital stoppages, stoppages for barrack damages and charges for clothing and necessaries supplied "on repayment."

320. What is army form N. 1492?

The training pay list, *i.e.* the ledger accounts kept for militia recruits who are called up for Preliminary Drill or Musketry Instruction; and for trained militiamen called up for training.

321. What is the difference in procedure in filling up the column headed "daily or weekly payments" in the case of N. 1492 and N. 1493?

In the pay lists N.1492 the sum entered under cash payments must *not* include the actual sum paid on dismissal, for which a separate column is provided.

322. Who must witness the signature (or mark) of a militiaman in the pay lists?

The officer commanding the company.

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323. In what part of N. 1493 (the pay list) would you show that militia recruits have been supplied with the correct number of rations?

In form 4, "Statement A."

324. What may a C.O. do with the hot meal allowance granted on days of joining and dismissal?

He may either pay 10d. to each man or expend it in providing a meal for him.

325. What entries should be made in the cash book?

Every sum received or paid in connection with the company should be entered on the date of receipt or payment.

326. How would you at the end of preliminary drill musketry course or training, balance your cash book?

By adding up the Dr. and Cr. columns and deducting the total sum paid from the total sum received, the result is called the balance and must be inserted in form 6 of the pay list (Balance Sheet) under Assets or Liabilities.

327. In what part of the pay list N. 1492 would you show the captain's account with the paymaster?

In form 4 called the "General State."

328. Classify the various sums you would claim from the War Office on behalf of your company at the end of the training?

Regimental pay, extra duty pay, prizes for skill at arms, captains' contingent allowance, bounty, travelling allowances, railway fares, ration allowance, messing allowance, lodging allowance, etc. The total sum required under each heading would

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be shown in form 3 (called the "Abstract") on the Cr. side of the account.

329. Where would you look for the War Office charges against your company for fines, stoppages from bounty, excess fares, repayment for clothing, stores lost or damaged, etc.?

In N. 1492, form 3, "Abstract" on the "Dr." side of the account.

330. Where would you keep the account of (1) company's messing; (2) captain's contingent allowance?

The ledger at the end of the cash book should contain both accounts.

331. At the end of the training you receive from the sergeant's mess a bill for the messing of the sergeants in your company, how would you deal with it?

Ascertain from the N.C.O.'s in question if the charges were correct. Pay the bill. Enter the payment in cash book, and charge each N.C.O. with his share in the pay and mess book under the head of regimental bills.

332. At the end of the training you receive from the canteen a bill for groceries supplied daily to the men of your company, how would you deal with it?

Compare the bill with the daily requisitions in the messing book. Pay the bill if correct. Enter the payment in cash book. Charge the sum to the company's messing account in the ledger at the end of the cash book.

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333. In the course of the training a militiaman in your company is fined 40s. by the civil power, how would you proceed in order to prevent the man being sent to prison?

Pay the fine. Enter the amount in the cash book and charge the man in the pay and mess book under the head of regimental bills.

334. Is a monthly stoppage from pay for haircutting allowed?

No, soldiers are to make their own arrangements for haircutting. A. O. 199/02

335. A militiaman in your company is fined for drunkenness by his C.O., what action should the O.C. company take to pay the fine?

Charge the man in the pay and mess book under the head of public stoppages so that the sum may be deducted from his pay and bounty at the end of the training.

336. Where is the record kept of the daily sums paid to a militiaman on account of pay and bounty?

In the pay and mess book.

337. What is the proof of payment of the sums issued daily to militiamen?

The signature of the officer who witnessed the payment. This officer should invariably total the column after the last payment has been made for the day and enter in his cash book the sum he has disbursed.

338. You observe in regimental orders that a number of men in your company have been deprived of various sums by award of a bounty board,

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what steps would you take to deduct these sums from their bounty?

Enter the sums forfeited against the men in the pay and mess book under the head of public stoppages.

339. From what date would you count the days of drill on enlistment in the case of a militia recruit?

W. O. Aug.'03 From the day he joins the depôt, irrespective of the date on which he was "finally approved."

340. Where would you look for the detail of a militiaman's "debits" as shown in the pay list?

In the pay and mess book A. Form N. 1504.

341 In what cass do militia recruits in receipt of army pay forfeit the ordinary free rations?

(1) When in hospital; (2) when on leave, except Sundays and two days at Christmas; (3) when supplied with hot meal regimentally; and (4) when drawing a money allowance in lieu of rations (6d.), hot meal allowance (10d.), or marching allowance (1s. 1d.)

342. What are the two important matters to attend to daily in connection with the messing book?

1. To see that the men are receiving groceries to the value of their daily subscriptions.

2. To see that the tradesman's bill is not in excess of the men's daily subscriptions as shown in the pay and mess book.

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343. When N.C.O.'s or men are employed on regimental staff duties for which extra duty pay is not laid down in the militia regulations, at what rates may extra duty pay be granted?

At such rates as are specified in the pay warrant for soldiers similarly employed in the same circumstances. **Mil. Regs. 633**

344. In what circumstances is good conduct pay issued to militiamen?

Previous service in the Regular Army, embodied militia service, and service on the permanent staff of buglers and drummers, may be reckoned towards the grant and restoration of G.C. badges in the case of a militiaman below the rank of corporal. **A. O. 239/01**

345. What duties carry extra duty pay when performed by militia men at preliminary drill, recruits' musketry course and training?

Provost sergeant, 6d. a day.
Hospital „ „
„ orderly, 4d. „
Acting cook, 6d. „
Military police sergeant, 4d. a day.
„ „ private, 2d. „
Regimental transport driver, 4d. „
„ shoeing smith, 6d. per animal per month
Orderly room clerk, 6d. a day
Quartermaster's clerk, 3d. „
Assistant clerk, 3d. „

Mil. Regs. 633

346. Under what circumstances does a man "forfeit" all pay and allowances?

When absent without leave, when in prison, or when in hospital.

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347. When does a militiaman first draw pay?

On the day of attestation.

348. In what circumstances would you pay 6d., 10d., or 1s. 1d. to a militiaman in lieu of rations?

6d. to a recruit drilled on enlistment.

Mil. Regs. 765, 766

10d. to a militiaman journeying by rail to join or return home.

1s. 1d. to a militiaman marching ten miles or more to join or to return home.

349. To whom, and when, is separation allowance payable?

Mil. Regs. 703-706

To members of the P.S. when separated from their families on duty for more than four days.

350. In what circumstances is extra duty pay at 3d. a day issuable to a N.C.O. of the permanent staff acting as librarian.

Mil. Regs. 1184, 1187

When a library for the use of the permanent staff is maintained by the C.O. and kept up by the subscriptions of the members.

351. What militiamen are eligible for messing allowance?

(*a*) N.C.O.'s.

(*b*) Men who have served at least six months in army or embodied militia, or one training in the militia or the equivalent of one training as laid down for non-training bounty, and are nineteen years of age and efficient.

A.O. 239/01

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352. Describe the system of pay in the militia.

Sums are issued to the men, daily or weekly at the discretion of the C.O., on account, in the presence of one of the company officers and recorded in the pay and mess book, and at the end of the month or at the termination of the training each man's account is made up in the pay list and the balance paid to him. Mil. Regs. 226

353. Describe the system of messing.

Bread and meat at the rate of 1 lb. for every man in mess is issued by the quartermaster daily, and tea, sugar, milk, potatoes, butter, jam, etc., are purchased out of a fund to which each man in mess subscribes 3d. a day. All cooking is done in the regimental kitchen under the supervision of the sergeant cook. Men on guard, and men in hospital not on hospital diet, have their meals taken to them by men of their own company.

354. Name the rates of pay (exclusive of allowances, G.C. pay, etc.), for the permanent staff.

Sergeant-major, 4s. 9d.
Quartermaster-sergeant, 4s.
Sergeant Instructor of M., 3s. 3d.
Colour-sergeant, 3s.
Sergeant, 2s. 4d.
Corporal, 1s. 8d.
Drummer, 1s. 1d.
Private, 1s.
Boy, 8d.

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355. What are the daily rates of infantry pay in the militia?

Sergeant, 2s. 4d.
Corporal, 1s. 8d.
Private, 1s.
Boy (under sixteen), 8d.

356. What is the distinction between regimental bills and public stoppages?

Regimental bills are the soldier's "private" debts paid in cash by his captain to the tradesmen and others who render the bills, or credited to the paymaster in Form 4, Pay List.

Public stoppages are sums due to the "public" by the soldier, which are credited in the account between the captain and the War Office.

357. What militia N.C.O.'s and men remain on army pay all the year round and receive ration and messing allowances?

A. O. 239/01 Those on the permanent staff who are serving on militia engagement.

358. A man charged with an offence is awarded eight days C.B., how might this affect his pay?

A. O. 239/01 If in receipt of G.C. pay he would lose 1d. a day, for the rest of his service, as the award is equivalent to a regimental entry.

359. Do any militiamen receive messing allowance in addition to hot meal allowance, on the day of assembly?

Yes; the messing allowance is always issued to a man to whom "pay" is issued, if he fulfils the

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conditions (*i.e.* if he is "eligible" as regard service, and is not under medical treatment). The hot meal allowance is a grant in lieu of rations, and is issuable for every man, unless he receives marching money.

360. Is extra duty pay granted to the P.S. or militiamen for marking on rifle ranges?

No; this is now considered part of their ordinary duties. A. G., March '03

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EXAMINATION ON APPOINTMENT

SUBJECT E

Practical Examination in Manual Exercise, Aiming Drill and Firing Exercise

*** *The References in margin are to "Infantry Training."*

361. What rifle exercises are taught by numbers so as to be carried out with smartness and precision on parade in close order?

1. Slope from the order.
2. Order from the slope.
3. Present from the slope.
4. Slope from the present.
5. Fixing bayonets.

82-86 6. Unfixing bayonets.

362. What methods of handling the rifle are taught?

1. The port.
2. Ease springs.
3. The ready at "examine arms" for inspecting arms on parade.
4. Stand at ease from the order.
5. Attention from the stand at ease.
6. Trail from the order.
7. Order from the trail.
8. Short trail from the order.
9. Fixing bayonets on the march.
10. Piling arms.

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11. Changing arms.
12. Securing arms.
13. Slinging arms. 73, 76-
14. Grounding and taking up arms 85

363. In what rifle exercise is the position reverse arms taught?

The funeral exercise. 86

364. By what body of troops is bayonet fighting practised?

The squad. 89

365. What is the chief source of danger when charging magazines?

Neglecting to maintain the pressure of the thumb on the last cartridge until the cut-off has engaged over it. 120

366. Why is snap-shooting of value?

To counteract the tendency to undue deliberation of aim which firing at bull's-eyes is apt to create. 118

367. How is aim taken at (a) *a moving object*; (b) *a vanishing object?*

(*a*) Aim first on the object, then follow it sideways to carry the aim a little in advance

(*b*) Bring the rifle to the shoulder on its appearance, and aim at once on the lower part. 117

368. When troops are armed with rifles which have no "safety catches" what command must be given before moving from a firing position?

UNLOAD. 115

369. When is the command "Rest" given?

When men are in any of the firing positions and it is desired to allow them to assume any position

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which gives ease, placing the rifle on the ground
114 if they please.

370. What is the fire unit?

That body of troops where fire is controlled by the executive command of one leader. In skirmishing it is usually the squad, but at times the group. In close
106 (7) formations it may be any body of men up to a company.

371. What is the distinction between cautionary commands and executive commands?

The latter are the direct orders to men of the fire unit by its commander; any other commands are
107 (6) merely "cautionary" and are passed by the half-com-
127 (6) pany commander to the section and squad leaders.

372. Explain the use of the command "Continue."

This is the order to resume fire which has been temporarily discontinued, and does not apply to the
121 reopening of fire after unloading or after an advance.

373. When firing "magazine independent," if men are required to close cut-offs, what is the caution and what is the executive word of command?

"Slow" is both the caution and the executive word
121 of command.

374. Is magazine fire, "both ranks standing," ever practised?

125 Yes, both for volleys and independent; though the
126 normal firing positions in two ranks are rear rank
124 standing, front rank kneeling.

375. When firing volleys how should the commander give his words of command?

The men must be trained to rapidity in all preparatory fire motions, but it is of the utmost importance that sufficient time be given for accurate aim. The

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commands *Ready* and *Present* must at once follow the command *Fire.* 126

376. What exercises constitute the essential elementary training for all commanders in giving complete and correct orders for fire under varying conditions?

The firing exercises. 127

377. A line of skirmishers advancing is ordered to open independent fire at 1000 yards what should be the executive commands?

Independent. Ready. At ——. At 1000. Commence. 127

378. In the foregoing case what should be the subsequent command throughout the advance?

COMMENCE (change of sighting and objective being ordered only when required). 127

379. Explain two meanings of the word Ready.

The term is used to describe the position in which a soldier holds his rifle for loading, or after loading, and before coming to the present: the command Ready is the order to load in independent and volley firing. 107 (6)

380. In what positions would a man fire from behind cover which is too high to allow of the normal kneeling position and too low to afford shelter standing?

Kneeling on both knees.

Kneeling on one knee with body erect and left elbow unsupported as in standing. 113

381. What is the first rule for aiming?

The backsight must be upright. 108

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382. As a general rule at what portion of the object should aim be taken?

At the lowest visible portion or ground line.

383. When is the leaf of the backsight raised?

In shooting at distances over 500 yards.

384. When should the dial sight be used?

108 In shooting at ranges over 1600 yards.

385. How is allowance made for wind?

By aiming to the right and left of objects.

386. In what are officers and N.C.O.'s to be specially trained?

In rapidly detecting and correcting faults.
In imparting their knowledge of the drills.
In illustrating the methods of releasing the
106 trigger?

387. Are instructors to teach mechanical regularity of motions so as to produce "smartness"?

106 No; this is forbidden.

388. Of what rifle drill must all officers and N.C.O.'s have a thorough knowledge in all detail?

109 Independent firing by numbers.
112 Standing, kneeling, lying and sitting.

389. How should the musketry exercise of trained soldiers usually be performed?

In combination with close order drills and tactical exercises.

390. At what objects should trained soldiers take aim at drill?

Natural objects occasionally conspicuous, more
107 often indistinct, and at varying ranges.

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391. When should the fixed sight be used?

1. When the bayonet is fixed.

2. Generally at ranges under 500 yards when no opportunity is given to judge distance and set sights accurately.

392. What is understood by the term "Collective Fire"?

The "independent" fire of bodies under control, and also volley firing. 107

393. In naming objectives what rules are to be observed by instructors?

1. Clear, simple language should be used, *e.g.* bank, ditch, fence.

2. No "imaginary" objects are to be named, *e.g* "at the cavalry," when there are no cavalry.

394. What approximate number of rounds per minute is expected in the case of "Magazine," "Rapid," "Slow"?

Magazine, 10 to 15.
Rapid, 10.
Slow, 5.

395. What officers and soldiers are trained to use the range finder?

All officers and N.C.O.'s, and one private per section. 133

396. How can distances be judged?

By measuring on maps, by the use of range-finding instruments, by eye and by sound. In certain conditions trial shots or volleys may be employed to find the range. 133

397. At what range is pistol practice to take place?

Fifteen to twenty paces from the target. 131

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398. How is the control of rifle fire to be practised?

As far as possible in service conditions; a skeleton enemy is to be employed rather than targets.

The fire control exercises are classed as follows:—

1. Sectional Exercises.
2. Half-company „
130 3. Company „

399. What preliminary instruction on the drill ground is given before "Fire Control" exercises are practised on the range?

1. Aiming drill. Firing exercises.

2. Combination of drill movements and fire by squads and sections in single rank and in two ranks.

3. As in 2, but men should move in extended order.

4. Company exercises to establish system for
129 correct transmission of orders.

400. For what is a long shrill whistle the signal?

"Cease Fire" = men remain at the ready and await
107 further orders.

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EXAMINATION FOR PROMOTION TO CAPTAIN

SUBJECT A

DRILL OF A COMPANY AND COMMAND OF A COMPANY IN BATTALION DRILL; SUPPLY AND TRANSPORT OF AMMUNITION; SHELTER TRENCH EXERCISE

*** *The References in margin are to Sections in "Infantry Training" or "Combined Training."*

Pages 1 to 33 of this Manual must be studied afresh by subalterns before promotion; and, in addition, the following:—

BATTALION DRILL

401. What is the object of battalion drill?

Companies should be drilled in battalion in order that the captains may learn to work in unison. 195 i.

402. What officers are mounted for battalion drill?

The C.O., the second in command and the adjutant. 195 iii.

403. In what formation does a battalion assemble for

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movements in close order and preparatory to action?

196, Plate 21 In two lines of companies, each company in column of sections, with two paces interval between companies and eight paces distance between lines.

404. Describe the positions of all officers in assembly formation.

C.O. four horses' lengths in advance of the centre of the leading line.

Second in command in the centre of the battalion half way between the two lines.

Adjutant one and a half horses' lengths in rear, and half length to right of C.O.

Captains in front of their leading sections.

Subalterns between their two sections on the right flank. 196

405. If a third field officer is present where does he take post in assembly formation?

His position will correspond with that of the adjutant, but on the left of the C.O. 196

406. Where does the sergeant-major take post in assembly formation?

Plate 21 On the right of the second-in command.

407. What is done on the command Tell Off the Battalion?

1. When in assembly formation the captains number off their companies from the right of the leading line (right half battalion); the right company of the second line (left half battalion) takes up the numbering from the left company of the leading line.

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2. When "in column" the captains number off from the leading company. 195 vi.

408. When companies are once numbered do they retain their numbers throughout the exercise?

Companies must be told off again by their captains on the completion of any movement which changes their order. 195 vi.

409. How are battalion orders to be given and transmitted?

As far as possible orders are to be conveyed by signal. In action in high wind and at all times when indistinctly heard the C.O.'s orders should be repeated by as many officers and N.C.O.'s as may be necessary to ensure the transmission of the order. 195 viii.

410. When a company parades for battalion drill with its sections of unequal strength the captain must arrange for the squad commanders to cover, how can this be done?

The space occupied by the leading section must be equal to the space occupied by the strongest section in the company, and the files of the weaker sections may be opened out, or sections may form single rank, so as to divide equally the space between the squad commanders. 196

411. When the number of companies in assembly formation is uneven what space is left blank in the second line?

That immediately behind *the last company but one from the left of the leading line* must at once occupy the blank space which company if ranks are changed (but not if an order to turn about is preceded by the caution The Battalion will Retire). 196

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412. When ranks are changed at battalion drill which company leaders must change their positions?

The captain who moves to the head of his company, and section commanders who take post in rear of
196 their sections.

413. Describe the arrangement of companies and the posts of officers when a battalion of six companies is formed "in column" by the right.

The companies stand or march on parallel and successive alignments at a distance from one another equal to their own frontage; captains in front of their companies, subalterns in rear of their half-companies, C.O. on the right of No. 1 company,
197 second in command on the left of No. 2 company,
and adjutant on the left of No. 5 company, sergeant-
Plate major on the left of No. 4 company, third field
29 officer (if present) on the right of the adjutant.

414. What is held to be a sufficient test of the drill of a battalion which is not likely to be employed in savage warfare?

A few movements in lines of columns preparatory
205 i. to a tactical exercise.

415. What battalion movements are performed from assembly formation?

198 1. Forming column.
199 2. Moving to a flank in fours or in file.
202 3. Changing direction.

416. A battalion in assembly formation is ordered to Advance in Column, No. —— Leading, describe the action of each company.

The captain of No. 1 gives the command "Quick

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March," and, as soon as he is clear of No. 2, "On the Left Form Company."

The other companies in succession will conform to the movements of the leading company, moving into a position parallel with the leading company by the diagonal march, if necessary, and correcting distances on the march. 198

417. A battalion in assembly formation is ordered to Advance in Column of Half-Companies, No. 3 Leading, describe the action of each company.

The captain of No. 3 gives the command Quick March, and, as soon as he is clear of Nos. 2 and 4, "On the Left Form Half-Companies."

The other companies, Nos. 2, 4, 1, 7, 6, 8, 5, will follow in succession (moving into column left arm to left arm) and correcting distances on the march. 198

418. When a battalion in assembly formation moves to a flank in fours or in file how are direction intervals and distances kept?

One of the leading companies is named to direct, and each of the remaining companies will be led by the squad commander on the flank nearer to the company of direction. 199

419. When in assembly formation a battalion is ordered to Change Direction Right, what is done on the command Right Wheel?

The captains and the leading sections of the right half battalion stand fast, the remainder of the battalion will make a partial turn to the left. 202

420. Who superintends the wheel of the leading sections when a battalion in assembly formation is changing direction?

The adjutant. 202

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421. When should a battalion form a line or lines of columns (of companies, half-companies, sections, or fours) at varying distances and intervals, leaving the interior formation of the companies as a rule to the discretion of the captains?

203 ii., iii., v. Before coming under fire preparatory to advancing to the attack.

422. May companies move at the double in the interior movements of a battalion?

Not unless the C.O. gives the caution At the
195 v. Double.

423. When the companies have been numbered how is the battalion divided?

The C.O. cautions thus:—

No. 1 to No. —— Right Half Battalion.

No. —— to No. —— Left Half Battalion.

If the number of companies is uneven the right half
195 vi. battalion will be stronger by one company than the left.

424. How are arms carried at battalion drill?

The battalion will usually march off with sloped arms on the command or signal Quick March, and order arms and stand at ease on the word or signal
195 ix. Halt.

425. When a third field officer is present how are the duties distributed between him and the second in command?

The second in command superintends generally the movements of the left, and the other major those of
196 the right half battalion.

203 viii. During movements in lines of columns the duties of these officers are assigned by the C.O.

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426. "*Assembly Formation*" *is ordered when a battalion is marching in column, state what action is taken to comply with the order.*

Each captain at once orders "Columns of Sections from the Right."

The leading company will be halted as soon as it has formed column of sections.

The remaining companies will move into their places by the shortest route.

Distances between sections will be corrected by the section commanders. 198

427. What movements and formations may be practised by a battalion when in column?

1. Assembly formation. 198
2. Moving to a flank in fours or in file. 199
3. Diminishing and increasing front. 200
4. Changing direction. 201

428. What are the points to which an officer inspecting a battalion will pay particular attention after setting a tactical scheme for the battalion to work out as an attacking force?

1. The orders of the battalion commander.
2. The co-operation of the companies.
3. The initiative and readiness of the company leaders, and the suitability of the formations adopted by them.
4. The precautions taken against counter-attack.
5. The arrangements made for covering fire.
6. The rallying of the companies after an assault. 205 iii.

429. In practising movements in lines of columns what are the chief points to be attended to by a C.O.?

To name a company of direction and point out an objective on which the battalion is to march. 203 iv.

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203 v. To practise changes of direction.
203 v. To open fire on some named object.
There must be no increase or decrease of the
203 vii. original frontage assigned to the battalion.

430. What must captains remember when a battalion is moving in lines of columns?

They may deviate to a flank to avoid obstacles, or take cover, or change their formations, in order to adapt them to the ground, but they must resume their original places in the battalion as soon as ground
203 vii. permits.

431. Mention two ways in which a battalion in column may defile.

The companies may diminish front by forming column of half-companies, sections or squads, or the C.O. may direct by the caution—
"In Succession Advance in Fours, or File, from the Right, or Left, of Companies," in which case the captains will give the commands Form Fours, Right,
200 or Left—Right or Left Turn—Left or Right Wheel.

432. If the C.O. orders Reform Column after defiling how do the captains act?

They give the necessary orders to their companies
200 to resume "columns" formation.

433. A battalion after defiling in fours is cautioned by the C.O. as follows:—At the Halt Assembly Formation, state the commands necessary on the part of the leading and rear companies.

Captain of No. 1: At the Halt on the Left Form Sections.

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Captain of No. 8: On the Left Form Sections, Left Incline; (when in position on the Left of No. 7) Halt. 200

434. A battalion in assembly formation is moving to the right in fours, and is required to change direction to the left, what caution and command should be given by the C.O., and what is done by squad commanders?

Change Direction Right, Right Wheel, Forward.

Squad commanders change to the inner flank if not there already. 202

435. How does a battalion in column change direction?

By each company in succession forming to the named flank on the same ground by order of its captain. 201

436. Define the term "to Deploy."

To change formation from column to, or assembly formation into line on the same alignment. Definitions

437. On what company is a deployment usually made?

On the leading company of a battalion or half battalion in column. 267

438. On the command Deploy to the Left how does the leading company of a battalion in column proceed?

If halted, it stands fast; if advancing, it is halted by its captain when the remainder have formed fours, if moving to a flank.

When the battalion is ordered to deploy its captain gives the command Right, or Left, Turn, Halt. 267

439. Who gives the command Form Fours Right, or

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Left, when a battalion in column is ordered to Deploy?

Each captain gives the command to his own
267 i. company.

440. A battalion in column halted is ordered to Deploy Outwards One Company to the Right, give the commands necessary for No. 2.

No. 2, Form Fours Right, Left Wheel, Quick March; (on the spot where its inner flank will rest) Right Wheel; (when opposite its place in line) Left
267 ii. Turn, Halt.

441. A battalion in column marching due north is required to form line facing north-east, describe the movement.

No. 1 company changes direction "half" right
267 iii. and halts. The order to deploy is then given.

SUPPLY AND TRANSPORT OF AMMUNITION

442. How many rounds does a battalion take into the field?

100 per rifle, carried by the men.
4000 packed on carriage of machine gun.
4400 on two pack animals.
258 70,400 in four S.A.A. carts.

443. How is the brigade reserve of S.A. ammunition formed?

By two S.A.A. carts per battalion, which follow in rear of the brigade on the march and during an action.

The brigade reserve is in charge of a mounted

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officer, whose position must be known to every battalion commander. 258

444. When a battalion attacks how is the regimental reserve of S.A.A. distributed?

Each half-battalion is accompanied by one pack animal (in rear of the supports) and one S.A.A. cart (in rear of the reserve). 258

445. Who is responsible for collecting cartridges from the killed and wounded?

Section and squad commanders. 258

446. When should C.O.'s issue extra ammunition to their men?

Whenever a serious engagement is imminent. Fifty rounds extra should be issued before leaving the halting-place of the previous night. 258

447. When may the brigade reserve of S.A.A. be distributed between battalions?

When the brigade is in action and ground presents communication between units being kept open, or when a battalion is detached to any distance. 258 iv.

448. What are the company arrangements for issuing ammunition?

One N.C.O. and two or three strong active privates are detailed to act as carriers and bring the cartridges from the pack animals, or S.A.A. carts, in canvas bags and distribute it to the men in the ranks. 258 vi.

Each carrier may take 600 rounds, and must go direct to his company and remain in the ranks till the action is over if there is a difficulty in getting back. 258

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SHELTER TRENCH EXERCISE

449. When troops practise entrenching, how many hours' excavating work should be given them?

Not less than three hours' actual work, according
169 to the nature of the soil.

450. By what method do troops equip themselves with entrenching tools?

The picks are placed in one heap, the shovels in another. The working party, with rifles slung, pass between the heaps in single file, and each man takes up a pick in his left hand and a shovel in his
169 ii. right.

451. How are entrenching tools carried by a working party?

At the trail, the point of the pick down and the hollow of the shovel towards the thigh; when turning into file (or about) the handles are brought to a vertical position; when marching in file the handles are inclined outwards. Tools should always
169 iii. be handled without noise.

452. Describe either of the two methods of "extending" a working party.

The party may be extended to any interval from either flank about twelve paces in rear of the proposed trench; the line may then be advanced and halted, while an officer paces along the front and halts at the limit of each man's task. The right or left of each task will be marked by driving in the pick according as the "extension" is from the right

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or left, and the shovel placed at right angles to the pick. 169 iv.

453. Until ordered to begin work, how do the men of a working party act after each man's task has been "spitlocked"?

They turn "about," take four paces to the rear, ground arms, take off their accoutrements, and lie down. 169 v.

454. At which end of his task should a man begin to dig?

The left; so that all work from left to right. 169 vi.

455. Should trenches be filled in by the men who have excavated them?

No; a fatigue party (defaulters for choice) should be sent out for the purpose, and each man set to fill in about forty cubic feet. 170

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EXAMINATION FOR PROMOTION TO CAPTAIN

SUBJECT B

GENERAL PRINCIPLES OF THE ACTION OF INFANTRY IN ATTACK AND DEFENCE; THE COMPANY IN ATTACK AND DEFENCE; PROTECTION, INCLUDING ADVANCED GUARDS, REAR GUARDS, FLANK GUARDS, AND OUTPOSTS, AS FAR AS CONCERNS INFANTRY

*** *The References in margin are to Sections in "Infantry Training" or "Combined Training."*

INFANTRY IN ATTACK AND DEFENCE

456. Why is a normal form of attack or defence strictly forbidden?

Because constant practice in a stereotyped formation leads to want of elasticity, accustoms all ranks to work by rule rather than by the exercise of their
211 iii. wits, and cramps both initiative and intelligence.

457. What rules are laid down to ensure decentralisation of command in action?

C.O.'s are required in peace practices to abstain from all interference which would be impracticable under fire, and to give subordinate leaders ample

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opportunities of acting on their own judgment in attack and defence. 211 iv.

458. Who is responsible for the protection of troops against surprise?

Every commander is held at all times responsible for the local protection of his own command against surprise, even during the combat; and it is expected that in every command some simple method of collecting and transmitting information about the enemy should be practised. 211 vi.

459. In what manner does the commander of a large force exert his influence since he can no longer personally control and direct all ranks by word of mouth?

By means of clear, comprehensive, and concise orders, framed after careful reconnaissance, made known to all the subordinate leaders, and providing for the combined and simultaneous action of his whole force. During the fight he can influence the course of the action by the employment of his reserve. 212 ii.

460. What is the proper sphere of action for company commanders?

1. Feeding the firing line at the right place and time.
2. Protecting the flanks.
3. Meeting counter-attacks.
4. Reporting to and communicating with the superior commander.
5. Maintaining connection with adjoining units. 212 iii.

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461. How is a capacity developed for correct and rapid decision?

Through mistakes being pointed out and explained
212 iv. by competent authority.

462. What kind of "independence" is to be repressed?

That which neglects the object indicated in the orders of the superior, disregards the importance of co-operation, and imperils without reason the unity
212 iv. of command.

463. How is success in battle to be obtained?

213 i. By fire at decisive range.

464. How is economy of ammunition to be effected?

Not by limiting fire when needed, but by timing its use, and reserving it altogether when no advan-
213 iii. tage is to be gained.

465. Should company commanders open fire in the absence of "orders"?

213 iv. Yes, if a favourable target presents itself.

466. What is the general object of opening fire?

Either to overwhelm a visible enemy by a continuous shower of well-directed bullets, or so to sweep the ground on which the enemy is known to be posted, as to disconcert his aim and prevent his
213 i. movement.

467. What is meant by the term Fire Discipline?

Strict attention to the signals and orders of the commander, combined with intelligent observation of
214 the enemy's movements.

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468. What does fire discipline ensure?

Careful adjustment of the sight, deliberate aim, economy of ammunition, prompt cessation of fire when the target disappears or the leader sounds his whistle. **214**

469. What distances in yards are understood by the following terms—Distant, Long, Effective, Decisive, as applied to rifle-fire?

Distant, 3000 to 2000.
Long, 2000 to 1400.
Effective, 1400 to 600.
Decisive, 600 and under. **215**

470. What conclusions have been come to as to formations for infantry attacking a well-armed enemy across open ground?

That lines of skirmishers should be employed, which at effective range (1400 to 600) should be extended at from six to twenty paces interval. **216**

471. Would infantry be more vulnerable in line or column at 1600 yards?

In column. **216**

472. When may infantry be formed in lines of columns?

When more than 3000 yards from an enemy. **216**

THE ATTACK

473. How is infantry distributed in the attack?

It is formed into three bodies distributed in depth. The first, divided into *scouts* and *firing line* (portions

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of which may be kept back as *supports* until required), to develop the attack; the second, consisting of *reserves* in the hands of battalion, brigade and other commanders, to reinforce and complete the attack; the third, consists of the general reserve and remains at the disposal of the commander of the whole force, to confirm a success, or meet an unforeseen
217 emergency.

474. When are the orders for the attack issued?

Usually when the troops are in the position of assembly; more rarely when they are in column of route. In both cases the subordinate commanders will be called up to receive their instructions, and
218 the force told off into three distinct bodies.

475. What are the duties of scouts in attack?

To feel the way, discover ambushes, reconnoitre the ground, report all obstacles to movement or advantageous positions, watch for counter-movements
219 on the part of the enemy, and locate enemy's position.

476. What are the duties of the firing line?

To provide reinforcements for the scouts, and to hold the ground already gained, waiting for reinforce-
219 ments if checked by a superior force.

477. What are the functions of the supports and battalion reserves?

Supports reinforce the firing line. Reserves furnish further reinforcements and protect the flanks
219 against counter-attacks.

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478. Mention some of the principles that govern the action of troops engaged in a decisive attack.

1. The closer the ranges the smaller should be the bodies that go forward, and the shorter should be the rushes.

2. The advance up to decisive range (600 yards) should be rapid and energetic.

3. When one objective has been captured—and, if necessary, placed in a state of defence—the process of attack should be repeated against the next objective, as from a fresh starting-point.

4. Positions are won by gaining ground with a few men, and gradually reinforcing them until the firing line attains the maximum density of one rifle per yard. 220

479. When and how is an assault delivered?

The signal for this decisive movement should come from the senior officers present and be sounded on the bugle. The method of the advance must be left to the company officers. During the assault the men may cheer, bugles sound, and pipes be played. 221

480. After an assault what task devolves upon the subordinate leaders?

That of rallying the men and forming a defensive line until the advance can be resumed. All important points won should be placed in a state of defence. 222

481. When should the deliberate advance from cover to cover and the gradual building up, by means of successive reinforcements, of a powerful firing

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line, be discarded in favour of the rapid advance of a strong firing line?

Only when you have taken the enemy by surprise and your rapid advance will further demoralise
226 him.

482. Distinguish between local flanking fire and a flank attack.

Local flanking fire (enfilade or oblique) may be delivered by troops engaged in a frontal attack. A
225, flank attack is locally a frontal attack, and should be
227 conducted on the same principles.

483. What is the difference between a feint and a holding attack?

Troops engaged in a holding attack must be prepared to convert their demonstration into a real
223, attack, but feints are usually carried out by small
224 forces which have little offensive power.

484. What is to be explained to subordinates by every commander before assuming formation for attack?

The nature of the task in front of them, especially what ground he intends to turn to account during the advance, and what ground would favour a counter-attack. The "bearing" of the objectives should be given when troops move straight to the attack from a position of assembly out of sight of an enemy, and when enemy's position first comes within view the objectives should be shown to commanders
228 of all ranks.

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485. How is communication to be kept up between all parts of an attacking force?

By a complete system of signalling, and any other methods of collecting and transmitting reports which may have been established in particular commands. 228

486. What is the "preparatory formation" of infantry?

Line or lines of battalions in assembly formation at varying intervals and distances. In the case of a small force, line or lines of companies in column of sections. 229

487. When might bodies of troops in rear of the firing line move in lines of companies, in columns of half-companies, sections, or squads, or in fours?

In wooded or close country, or when there is no chance of coming under unexpected fire. 229 iv.

488. What bodies of troops should always move in skirmishing orders?

The firing line always; the bodies in rear of firing line only when in open ground. 229 iii.

489. What consideration must govern the formation of battalions or companies echeloned to the rear in order to protect a flank?

Such bodies must be prepared to "change direction" with the utmost rapidity in case of cavalry attack or counter-attack. 229 v.

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490. Mention some general rules upon "frontage" in attack.

A company or small force attacking independently may be more widely extended than a larger force. Excessive extension in attack invites counter-attack.

Troops engaged in "holding" attacks and feints may occupy a very large front.

Troops engaged in a decisive attack must establish a firing line of about one rifle a yard at decisive
230 range (600 yards) from the position to be won.

491. How would the direction of a firing line be changed?

Either as described in Skirmishing Drill or by forming a new firing line in the new direction and
233 withdrawing the old firing line.

492. Mention some general rules as to distances in attack.

Scouts should be at least half a mile in advance of the firing line in open country; quarter of a mile or less in wooded country.

In close country and in wood fighting, distances between bodies attacking should seldom exceed 200 yards; in open country much greater distances are
231 necessary.

493. How is the true direction maintained during an attack?

Each unit is given a point to march on, and fresh
233 points are given from time to time, if necessary.

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494. At what pace should an attack be delivered?

During the earlier stages the ordinary pace of soldiers, but when the defenders' fire begins to tell an advance must be continued by "rushes." 234

495. Mention some general rules in connection with machine guns.

They are an integral part of the battalion they belong to, and are to be used singly.

The opportunities for using them are as a rule very brief.

They should be regarded as long range weapons.

They should always be carefully screened from view.

They are found most useful on a flank. 235

496. Are company officers to be present in the firing line?

When two or more officers are present with a company, one will always be with the firing line, in order to supervise the skirmishers, watch for signals of the commander, keep true direction, concentrate fire on important targets, report enemy's movements to commander, lead men from cover to cover, and attach to his command all leaderless men in his vicinity. 236

497. How would a company commander execute an attack independently?

He would employ his four sections on the principles laid down for large bodies, viz.: He would protect his advance by scouts, reconnoitre, explain

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to subordinates his plan of action, tell off firing line, and support and keep a reserve in his own hand with
236 which to influence the fight.

498. How would a company commander act when engaged with the remainder of the battalion in an attack?

Before advancing he would explain to subordinates the orders he has himself received, and his plan for carrying them out. During the advance place himself where he can best watch the firing line and the enemy, and issue orders to his own support. During the action he is responsible for co-operating with the companies on his flanks, for passing on useful information received from the scouts for supply of ammunition. During the assault he will lead his company, and, after the assault, rally and re-form it, get a fresh supply of ammunition and begin to
236 entrench, if necessary.

THE DEFENCE

499. Should the front of a defensive position be regular and continuous?

No; each section or even each squad or group may have its own entrenchment. A good field of fire to the front and flanks (oblique or enfilade fire supports other parts of the line) is the main consideration. Strong points may be weakly held, and certain spaces may be left quite unoccupied if they can be swept by
247 a cross fire.

500. Into what distinct bodies would infantry be

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distributed if detailed for the defence of entrenchments?

1. Firing line and supports.
2. Local reserves. 246

501. What are the duties of the battalion reserves in defence?

To deliver counter-attacks, to reinforce the firing line at critical moments, and to protect the flanks. 246 iv

502. When troops occupy entrenchments what ought every soldier in the firing line to ascertain for himself?

That he can use his rifle effectively by day and by night, making, if necessary, improvements on parapets, loopholes, etc., and finding out ranges of objects on the lines of attack. 247

503. What objects ought to be removed or concealed by troops occupying a defensive position?

Objects which might assist the enemy to find the range. Even earthworks and entrenchments can be hidden with bushes, grass, etc. 247

504. What bodies of troops are charged with local counter-attacks?

The local reserves, who may be so employed by the officers in charge of sections of the defensive line.

505. How is the enemy's assault to be met?

If the magazine fire of every available man fails to stop him, local counter-attacks with fixed bayonets must end in a counter-charge, the men cheering, bugles sounding, and pipes playing. 249

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506. Why should all movements and noises be avoided by troops in defence?

248 To prevent the enemy gaining information.

507. As a machine gun commander what would be your first care in defence?

To shield the gun from hostile artillery fire, and prepare alternative positions in case one position
251 becomes untenable.

508. Discuss the pros and cons of long range fire in defence.

Abundant ammunition, good firing positions, and marked ranges invite practice at a distant enemy, whose reserves might offer a good target; but the strain on eye, hand, and nerves of continuous firing must be considered, and unless heavy losses are inflicted, such firing produces contempt in the attackers, and causes the defenders to lose confidence in their
250 weapons.

THE COMPANY IN ATTACK AND DEFENCE

509. How would a company act if attacked while cut off from the battalion?

On the same principles as any larger body. If there is no time to entrench, every man must improvise cover for himself. Scouts mystify the enemy as to the real position and strength of the company; a firing line occupies the position selected for defence; supports at hand replace casualties; a local reserve is kept for local counter-attacks and to repel local assaults. A general reserve should, if possible, be

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retained by the company commander for defence of the flanks, and for counter-attacks at the critical moment of the fight. 252

510. When a company is told off to furnish a portion of the firing line, how should its commanders proceed?

He should usually keep a part in support, and cases may arise when he should extend only a few men and keep the bulk of his company in rear, until the enemy's infantry advance to the attack. On the frontage allotted to him (about 400 yards) he should throw up field works to secure cover and a good field of fire for his men; he should arrange with neighbouring commanders for mutual support by oblique fire, and for the protection of any spaces left unoccupied; he should conceal his entrenchments as far as possible, and ascertain the ranges of points on the probable line of attack. Parapets, loopholes, etc., may then be designed to secure that the line of fire of a rifle resting on them shall graze the ground for some distance in advance. 252 iii.

511. Mention some of the duties of the subalterns, section leaders, and squad leaders of a company in defence.

To keep up communication between all parts of the company, and with adjoining companies, and with the commander. To report movements, prevent noise, control fire, select targets, and see that orders are obeyed as to cover, ammunition, water, etc. To ascertain the position of the dressing station and of the reserve ammunition. To keep the flanks protected by scouts. 253

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PROTECTION

512. Briefly describe the method of protecting troops against surprise.

Detached forces, either mounted, dismounted, or of all arms, are thrown out by the commander of the troops to be protected in every direction whence
82 attacks can come.

513. What term is applied to a protecting detachment?

On the march it is termed the advanced guard, the flank guard, or the rear guard; at rest it is
82 iv. termed "the outposts."

514. How would an advanced guard act on discovering an enemy (1) in small parties; (2) in superior force?

Small parties would indicate the presence of the enemy's "protecting" detachments; they should be pushed back so that the march may not be interrupted. A superior force must be held in check until the main body has had time to form up for
83 action.

515. Why is it a rule that the larger the force the larger in proportion *will be the advanced guard?*

Because a large force takes *proportionately* a longer time to form up and prepare for action than a small
84 one.

516. What body of troops must be preceded by an advanced guard?

Every body of troops moving through a country
83 in which an enemy may be met.

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517. When should flank guards be provided?

When there is any possibility of a column on the march being attacked in flank. 90

518. What is generally understood by the term Rear Guard?

A detachment whose duty it is to follow a force that is retreating, and relieve it from the pressure of a too close pursuit. 91

519. When is a rear guard employed by a force which is advancing?

When there is any chance of the force being attacked in rear; also for the purpose of collecting stragglers, guarding baggage, and keeping off marauders. 98

520. When are "outposts" thrown out?

At the end of a march fresh protecting detachments, so called, relieve the advanced flank in rear guards; before or after a battle the firing line itself may be acting as "outposts"; in siege operations each section of the investing line will have its garrison and its own outposts. 64, 138, 139

521. How do the protecting detachments provide for their own security against surprise?

By furnishing detachments from themselves, the same process being repeated in turn by each body that is thrown out, until eventually a series of small groups is reached. 82

522. Describe the formation of advanced and rear guards.

An advanced guard is divided into van guard and

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main guard. A rear guard, when the pursuit is not close, is formed like an advanced guard *reversed*; but the term "Rear Party" is used instead of "Van Guard" to denote the portion which is nearest
86, 92 the enemy.

523. Suppose a force advancing should change its direction and move direct to a flank, what fresh arrangements would be made for its advanced guard?

A new advanced guard would have to be formed from the main body, and the old advanced guard
90 would become a flank guard.

524. State what you know about flanking parties.

These are parties detached from the advanced guard, flank guard, or main body to occupy positions on a threatened flank (entrench, if necessary,) until the main body has passed by; the flanking parties then abandon their positions and join the rear of the
90 column.

525. Define briefly the respective functions of van guard and main guard.

That of the van guard is reconnaissance, that of
88 the main guard is resistance.

526. Define the term "local protection."

The protection which every body of troops must seek for itself, even when preceded by protecting detachments. "It is an error to assume that because an independent cavalry force is in advance troops
82 in rear are perfectly safe."

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527. Mention a few ways of hindering pursuit by an enemy and checking an attack upon outposts.

1. Blocking up narrow roads, defiles, and bridges by locking waggons together and removing some of the wheels.

2. Destroying fords by throwing in harrows, ploughs, etc.; breaking down bridges and removing boats.

3. Setting on fire or fortifying farm-houses, villages, woods.

4. Destroying railways and telegraph wires. **97, 114**

528. Why is reconnaissance the first study of outposts?

Because if an enemy is so watched that he cannot move without being observed, surprise is impossible.

529. Why do outposts stand to arms and their reliefs join them an hour before dawn?

Because an enemy will often bring up his troops under cover of darkness, and try to rush the outposts at or before dawn. **102**

530. At what hours does the duty of protection fall mainly on infantry?

At night, when the bulk of the mounted troops have been withdrawn, and all roads, tracks, bridges, and fords have to be strongly occupied. **103, 113**

531. How is an outpost company subdivided by its commander?

Into piquets and support; and, if required, it must furnish detached posts, examining post, and "strong" patrols. **110, 124, 125**

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532. Describe the procedure of the commander of an outpost company sent to relieve another outpost company.

March his command to the ground occupied by the company he is to relieve, confer with its commander, send out piquets, and, if necessary, furnish
132 detached posts, examining post and strong patrols.

533. In occupying a position what must the O.C. outpost company be careful to ascertain?

The roads he is required to guard, and the limits to either flank of the ground he is expected to
112 patrol.

534. By whom are piquets and detached posts frequently visited?

118 By the O.C. outpost company.

535. Who commands the support for the piquets, and what are his special duties in regard to the support?

The O.C. outpost company, who selects a defensive position, and entrenches, etc., if the piquets are to fall back upon the support; sends out small patrols to companies on his flanks, to his piquets, to supports on his flanks, and to the reserve.

He puts a single sentry over the support, and pro-
118 tects his flanks with detached posts, if necessary.

536. What is a "strong" infantry patrol?

A party (strength from one section to two companies) furnished by supports or reserves with the object of driving in the enemy's reconnoitring patrols
129 or dislodging a post.

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537. What is a detached post, and from whom does it receive its instructions?

A party of six to twelve men holding an entrenched position. To hold dangerous ground, or maintain communication between piquets or between outposts and main body. It receives special instructions from the O.C. outpost company. 114

538. Mention a dozen rules for piquet commanders.

1. Do not occupy a house or high-walled enclosure.
2. Post sentry over piquet.
3. Do not quit the piquet unless you can leave an officer in charge.
4. Inspect all reliefs coming on or going off.
5. See that sentries are visited every hour by night, and every two hours by day, and are relieved every two hours, if not hourly.
6. Arrange private signal between patrols and sentries.
7. Entrench and strengthen post, and make latrines and refuse pits.
8. Make certain every man knows what he is to do in case of attack.
9. Mark ranges, and lay rifles at night to sweep all approaches.
10. Avoid useless collisions with enemy.
11. Send to examining post any person wishing to pass.
12. In case of attack, remember to carry out the plans of the O.C. outpost company. 120, 115

539. You are a piquet commander, and a patrol sent out

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by you does not return when expected, how would you act?

127 Send out another patrol immediately.

540. What is a "flag of truce," and how is it treated?

A messenger from the enemy, who must not be allowed to pass the sentry until permission be given by the O.C. outpost company, and must then be led blindfold under escort direct to him. No conversa-
126 tion with a "flag of truce" is allowed.

541. To whom are prisoners and deserters taken by those who have them in charge?

The commander of the outposts through the O.C.
125 outpost company.

542. How do piquets and detached posts protect themselves from surprise?

110 By sentries and patrols.

543. Do piquets and detached posts when attacked fall back fighting?

Only in exceptional cases; usually they hold their ground, and are reinforced by the supports
116 and the reserve.

544. What should be the strength of a piquet?

A troop, half-company, or section under an
118 officer.

545. When are sentries protected by small earthworks?

139 In siege operations.

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546. Describe the procedure when a piquet is relieved.

The new piquet takes post alongside the old one, and both officers proceed to the sentry posts together, the commander of the old piquet superintending the relief of the posts, and making certain that all orders and information are correctly transmitted. At the same time the men detailed for reconnoitring patrols in both piquets go out together, so that the new patrols may be shown the ground, etc., by those who are already acquainted with it. 132

547. What information must be given to a sentry when he is posted?

He must be told the situation of the sentries on his right and left, and of his piquet, and of any detached posts in his vicinity; the direction of the enemy; the ground he is to watch; the names of roads, villages, rivers, etc., in view; the private signal of the piquet; the countersign, if one is in use. 123, 109

548. What is the use of a visiting patrol?

To see if sentries are alert, gather their reports, and communicate with other piquets on the flanks. 130

549. What is a cossack post?

The equivalent of a sentry group, but composed of mounted men (three, including the vedette, under a N.C.O.). 136

550. Would a visiting patrol examine ground?

Yes; if it is possible for small parties of an enemy to have passed the sentries, any hollows or other places which might conceal such intruders, must be examined by the visiting patrol. 130

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551. If a patrol leader observes anything suspicious how should he act?

Get as much information as possible, and send
127 back a man to report to the piquet commander.

552. How would you tell off a piquet composed of one section?

One group = six men.
Sentry over piquet = three men.
120, Reconnoitring patrol = six men.
122 Visiting patrol = three men.

553. What would the commander of an outpost company expect to receive from each of his piquet commanders?

A rough sketch of their posts and ground in
121 vicinity.

554. Mention four rules for sentries.

1. See and listen without being seen or heard.
2. Remain motionless, unless obliged to move for purposes of observation.
3. Never lie down, except to fire.
123 4. Allow no stranger to approach the post.

555. What are the advantages of the group system of sentries?

The men have greater confidence, as there is less chance of being rushed.

The men not on sentry are available to carry messages, and take charge of prisoners, and as patrols.

The sentries are saved fatigue in not being
122 marched to and from the piquet.

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EXAMINATION FOR PROMOTION TO CAPTAIN

SUBJECT C

ARMY ACT, RULES OF PROCEDURE, KING'S REGULATIONS, MILITIA ACT

THE ARMY ACT

SECTIONS 1 TO 56; SECTION 176, SUB-SECTION 6; SECTION 178; SECTION 181 TO 183; SECTION 190, SUB-SECTIONS 1 TO 20

556. Define the expressions military decoration and military reward.

Military decoration means any medal, clasp, G.C. badge or decoration. Military reward means any gratuity or annuity for long service or good conduct, G.C. pay or pension, and any other military pecuniary reward. **A. Act 190, 18/19**

557. What is the scale of punishments by court-martial in the case of a soldier?

Death, penal servitude, imprisonment, discharge with ignominy, reduction (in the case of an N.C.O.), forfeitures, fines and stoppages. **A. Act S. 44**

558. What are the auxiliary forces? **A. Act 190 (12)**

The militia, the yeomanry and the volunteers.

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559. When is a militiaman subject to military law?

During preliminary training.

When being trained or exercised.

When his corps is being trained or exercised.

A. Act 176 When attached to regular forces.

When embodied.

560. Can the Army Act be applied to the militia when subject to military law?

Yes; with the reservation that it cannot affect

A. Act 178 "the conditions of service" of any officer, N.C.O. or man.

561. Does the expression "soldier" include a warrant officer?

Yes (unless he has an honorary commission); with

A. Act certain modifications set forth in Sect. 182.

562. Does the expression "superior officer" when used in relation to a soldier include a lance-corporal?

A. Act 190 ($\frac{7}{5}$) Yes.

563. State all you know about a general court-martial.

It can try an officer.

It can award death or penal servitude.

It must consist of not less than nine officers if it assembles in the United Kingdom, India, Malta or Gibraltar.

Each member must have at least three years' service.

At least five members, and if a field officer is to be tried, *all* members must be captains or officers of higher rank.

The president cannot be under the rank of captain.

A. Act 84 The court cannot award sentence of death without the concurrence of two-thirds of the members.

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564. What are the peculiarities of a district court-martial?

It must consist of not less than three officers of at least two years' service.

It cannot try an officer nor award in the case of a warrant officer any other punishment than those named in Sect. 182, Army Act.

It cannot award death or penal servitude.

The president is generally a field officer, but if the order convening the court states that a field officer is not available a captain may preside. If a captain is not available an officer of any rank may preside. A. Act 48

565. What distinguishes a regimental court-martial from other courts-martial?

It may be convened by any C.O. not under the rank of captain, and, if on board ship, by a C.O. of any rank.

The president is generally a captain.

Its members are only required to have twelve months' service.

It cannot discharge with ignominy nor award more than forty-two days' imprisonment. A. Act 47, 182

It cannot try a warrant officer.

566. Can an "acting" N.C.O. be ordered by his C.O. to revert to his permanent grade otherwise than for an offence?

Yes. A. Act 183

567. In a case of drunkenness what distinction is made between a private and a N.C.O.?

In the case of a N.C.O. his C.O. is not bound to deal summarily with the case but may remand him for trial by court-martial. A. Act 183

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568. What modification of the Army Act is made in respect to billeting the militia?

The C.O.'s signed order may be substituted for a Route, and such order is sufficient authority to demand billets.

A. Act 181

569. How is the Army Act brought into force?

By an annual Act entitled An Act to provide during Twelve Months for the Discipline and Regulation of the Army.

570. What powers of imprisonment has a C.O. in dealing with a case summarily?

Imprisonment up to fourteen days, and, in cases of absence, up to twenty-one days; but in cases of absence the term of imprisoment awarded, "if exceeding seven days," shall not exceed the term of absence.

A. Act 46

Imprisonment may be with or without hard labour.

571. When is a C.O. bound to deal summarily with a case of drunkenness?

In the case of a private, at all times, unless—

1. The soldier is charged with being drunk on duty, or an aggravated offence of drunkenness as defined in Sect. 44.

2. The soldier has been drunk four times in the preceding twelve months.

A. Act S. 46

3. The soldier claims to be tried by D.C.M.

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RULES OF PROCEDURE

RULES 1 TO 57; APPENDIX I.; APPENDIX II., SO FAR AS RELATES TO GENERAL, DISTRICT AND REGIMENTAL COURTS-MARTIAL

572. If a prisoner makes a verbal statement in defence or in mitigation of punishment, how is his statement recorded by the court?

The material portions are taken down in writing, in the first person, and as nearly as possible in his own words, and any matter which the prisoner requests to be recorded should be recorded, especially every point brought forward in the defence or in mitigation of punishment. R. P. pp. 92, 96

573. What officers are "disqualified" for serving on a court-martial?

1. The convening officer.
2. The prosecutor.
3. A witness for the prosecution.
4. Any officer who investigated the charges before trial.
5. Any member of a court of inquiry respecting the case.
6. The C.O. of the prisoner or of his corps.
7. Any officer who has a personal interest in the case. R. P. 19

574. What officers are "not eligible" for serving on a court-martial?

All officers not subject to military law, *e.g.* a volunteer officer or army reserve officer when not employed with regular troops. All officers with less

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R. P. 19 than one year's service. An officer with less than two years' service can only sit on a regimental court. An officer with less than three years' service can only sit on a district court.

575. Write out either (1) Form of application for a district court-martial; or (2) Form of order for the assembly of a regimental court-martial; or (3) Form of charge sheet with statement of two offences and particulars as it would be placed before a D.C.M.

(See end of book, Appendices 6, 7 and 8.)

576. Why is it particularly necessary to frame charges against soldiers with the greatest care?

Because a prisoner when called upon to plead may object to the charge on the ground that it does not disclose an offence under the Army Act or is not in accordance with the Rules of Procedure, and if the court find that in the interests of justice the charge should be amended, it must adjourn pending reference to the convening officer.

R. P. 32 33

577. When may a prisoner offer a plea "in bar of trial"?

1. If he has been previously convicted or acquitted of the offence.

2. If the offence has been pardoned or condoned by competent military authority.

R. P. 36 3. If the offence was committed more than three years ago (or less in the case of certain civil offences).

578. What are the duties and responsibilities of an officer who convenes a court-martial?

He must appoint or detail the officers to form the court; satisfy himself that the charges to be tried

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are for offences within the meaning of the Army Act; ascertain that the case is a proper one to be tried by the description of court he proposes to convene; and send to the president of the court the charge sheet and summary of evidence. When the prisoner belongs to the militia one member at least of the court should be a militia officer unless, in the order convening the court, that is stated to be impracticable. R. P. 17, 20

579. May a prosecutor address the court a second time during the trial?

Yes; (1) where no witnesses are called for the defence the prosecutor may address the court a second time for the purpose of summing up the evidence for the prosecution and commenting on the prisoner's own evidence (if any); (2) where witnesses are called for the defence the prosecutor will be entitled to address the court in reply to the second address of the prisoner after the evidence of all the witnesses for the defence has been taken. R. P. 41

580. Is a prisoner allowed to give evidence in his own behalf?

Yes; at the close of the evidence for the prosecution the court should inform the prisoner that he may, if he wishes, give evidence as a witness, but that if he gives evidence he will subject himself to cross-examination. R. P. 40

581. Why is it sometimes necessary to take evidence after a prisoner has pleaded guilty to the charge?

To enable the court to determine the sentence, and to enable the confirming officer to know all the circumstances connected with the case. R. P. Appx., p. 92

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582. What action must the court take immediately after the record of a plea of guilty, if the trial does not proceed on any other charges?

1. Receive any statement which the prisoner desires to make *in reference to the charge*, and if it appears from this statement that the prisoner did not understand the effect of his plea of "guilty," it will be the duty of the court to record a plea of "not guilty," and to proceed with the trial.

2. Read the summary or abstract of evidence and annex it to the proceedings.

3. Receive any statement which the prisoner
R. P. desires to make *in mitigation of punishment.*
37 4. Take evidence as to prisoner's character.

583. What is the first question put to a prisoner on his trial before a court-martial?

"Do you object to be tried by me as president
R. P. or by any of the officers whose names you have
p. 86 heard read over?"

584. If the prisoner has elected to be tried instead of being dealt with summarily by his C.O., is it legal to inform the court of that circumstance?

R. P. Yes; the prosecutor informs the court before the
p. 89 prisoner is arraigned.

585. On the assembly of a court-martial what is done before the prisoner is brought in?

The order convening the court is read. The charge sheet and the summary of evidence are laid before the court.

R. P. The court satisfy themselves that the court is
Appx. legally constituted; that the prisoner is amenable
ii. (i,) to military law, and that the charge is valid.

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586. At any period of a trial by court-martial certain documents may be received relating to the court or the matters before the court, how should such documents be disposed of if they are intended to form part of the proceedings?

They should be read in open court, marked so as to identify them, signed by the president and attached to the proceedings. **R. P. Appx. ii. (i.)**

587. When a militiaman, under trial by court-martial, is liable on conviction to prolongation of the term of service, what is the prosecutor bound to do? **Mil. Act, S. 27 (c)**

Call the attention of the court to the fact, as it is in the nature of an additional punishment. **R. P. 46**

588. When does a term of imprisonment begin when awarded by a C.O. in hours?

At the hour when the prisoner is received at the prison to which he is committed, or (if he has not been sooner received into the prison) at the hour fixed for the commitment and release of prisoners *on the day after the day of the award.* **R. P. 6**

589. When may a soldier appeal against a sentence of imprisonment by his C.O?

If a soldier is dealt with summarily by his C.O. (*otherwise than by the award of a minor punishment*), and his C.O. has omitted to ask him whether he desires to be dealt with summarily or to be tried by a district court-martial, the soldier may claim his right of trial in lieu of the summary award. **R. P. 7**

590. Why should every charge against a soldier be heard in the presence of the accused?

So that he may cross-examine any witness against

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him, and call witnesses in his own defence, or may demand that the evidence be taken on oath. He may apply to be called as a witness himself and subject himself to cross-examination as when before
R. P. 3 a court-martial.

591. When a soldier is accused of an offence, and his C.O. is of opinion that the charge ought to be proceeded with, how should the C.O. proceed?

1. Dispose of the case summarily, subject to the soldier's right to trial by D.C.M.; *or*

2. Refer the case to superior authority; *or*

3. Adjourn the case and have the evidence reduced
R. P. 4 to writing.

592. What steps must a C.O. take who remands a soldier for trial by court-martial?

He must himself convene a regimental court-martial or apply to the G.O.C. to convene a district court-martial; he must furnish a copy of the summary of evidence to the prisoner, and a copy of the charge-sheet, and a list of the names of members of the court; the C.O. must also procure the attendance of any witnesses whom the prisoner desires to call, and give the prisoner free communication with his witnesses and legal adviser, and generally afford him every opportunity to prepare his defence.

An interval of at least twenty-four hours must elapse between the prisoner being informed of the charges on which he is to be tried and his arraignment before the court—except in the case of a
R. P. regimental court-martial, when the interval may be
13, 14 reduced to eighteen hours.

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593. When should a C.O. dismiss a charge brought against an officer or a soldier?

The C.O. will dismiss a charge if the evidence does not show that some offence under the Army Act has been committed, or if (in his discretion) he thinks the charge ought not to be proceeded with. **R. P. 4**

594. Where would you look for the different forms of oath prescribed for a court-martial?

The form of oath for members of a court-martial is given in Sect. 52, Army Act; the form of oath for officers attending the court for instruction, and other persons, is given in the Rules of Procedure 27. In the case of several prisoners being tried by the same court the plural is to be substituted for the singular when the oath is administered to members of the court. **R. P. 29**

595. What cases of detention must a C.O. report to the general?

Every case of detention in custody beyond forty-eight hours without the charge being investigated, and every case where the accused remains in custody for more than eight days without a court-martial being assembled for his trial. **R. P. 1, 2** **A. A. 45**

THE KING'S REGULATIONS

Discipline Paragraphs

DISCIPLINE; GENERAL INSTRUCTIONS; ARREST AND MILITARY CUSTODY; INVESTIGATION OF CHARGES; SUMMARY AND MINOR PUNISHMENTS; DRUNKENNESS; COURTS-MARTIAL;

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COURT OF INQUIRY COMMITTEES AND BOARDS; DESERTION AND OFFENCES AGAINST ENLISTMENT; DISPOSAL OF MILITARY CONVICTS AND MILITARY PRISONERS; MILITARY PRISONS; PROVOST PRISONS (PARAS. 407-652)

596. A soldier is charged with absence from tattoo on Monday till 9 a.m. on Wednesday, how would you deal with this case supposing that you had decided not to award any punishment?

Inform the soldier that under Royal Warrant he must forfeit three days' pay, involving a regimental
K. R. entry and loss of one G.C. badge, but that he may
461 elect to be tried by D.C.M. if he denies the absence.

597. What powers of punishment are granted to officers commanding companies after three years' service?

They may award private soldiers as punishment from one to seven days C.B. for minor offences and the regulated fines for drunkenness, but any
K. R. such awards are subject to any remission ordered
466 by C.O.

598. Can a C.O. alter the record in the defaulter books of a punishment awarded?

K. R. Not after the punishment has been completed.
471

599. What particular act involves trial by general court-martial whether committed by officer or soldier?

K. R. The display of a white flag or other token of
488a surrender when in the presence of an enemy.

600. What is a court of inquiry?

An assembly of any number of officers of any

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rank and of any branch or department of the service, directed by a C.O., to collect evidence and report with respect to a transaction into which he cannot conveniently himself make inquiry. The court has no power to compel civilian witnesses to attend. The members are not sworn. The court will be guided by the written instructions of the officer who assembled the court, to whom the president will forward its proceedings. K. R. 537 R. P. 124

601. Upon discovery of a deficiency in money or supplies, the property of a regimental institute, what steps ought a C.O. to take?

He should assemble a court of inquiry under para. 540 King's Regulations and take care to comply with the provisions of Rule of Procedure 124 if the character of an officer or soldier is involved.

602. Why should a court of inquiry usually be assembled to take evidence as to the circumstances in which a soldier has received any injury involving admission to hospital?

To enable the C.O. to form an opinion as to whether the injury was received on duty, and with a view to the remission by the G.O.C. of hospital stoppages if the soldier was not to blame. K. R. 543

603. Can a person not serving as a soldier be taken into military custody?

Only for the purpose of being taken before a magistrate, or being tried for desertion under Sect. 154 of the Army Act. K. R. 550

604. When would you punish drunkenness by an award of C.B. or imprisonment?

In dealing with simple drunkenness unconnected

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with another offence, C.B. should only be added to a fine when the circumstances are such as to increase its gravity.

Imprisonment should never be awarded for an instance of drunkenness not triable by court-martial except when the amount of unpaid fines is 20s., in which case C.O. should substitute imprisonment (limited to fourteen days by Army Act, Sect. 46) or C.B. (limited to fourteen days by King's Regs.).

K. R. 478

605. Where would you look for information upon the subjects of (1) arrest and trial; (2) Crimes and punishments?

1. Army Act, sections 45 to 56.
   Rules of Procedure, part 1.
   King's Regulations, paras. 431-459.
2. Army Act, sections 4-44.
   King's Regulations, paras. 460-471.

606. Classify under the heads (1) summary punishments; (2) minor punishments; (3) neither; the following awards:—"Admonished"—"2 days C.B."—"Fined 7s. 6d., 21 days C.B. and pay for damage"—"168 hrs.' imp. H.L."—"2 extra guards"—"Reprimanded"—"10 days C.B."—"Depd. of Lance Stripe."

Summary Punishments.	Fined 7s. 6d., 21 days C.B. and pay for damage.
	168 hrs.' imp. H.L.
Minor Punishments.	2 days C.B.
	2 extra guards.
	10 days C.B.
Neither.	Admonished.
	Reprimanded.
	Depd. of Lance Stripe.

K. R. 460, 464

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607. At what hours are prisoners committed to "branch" prison, and what equipment, etc., do they take?

After the regular dinner hour and before dark, taking with them the articles of equipment, etc., laid down for marching order, except bayonet, scabbard and entrenching tools. K. R. 634, 627a

608. What action must be taken by a C.O. when a soldier's term of imprisonment is about to expire?

He must send a N.C.O. for the soldier in time to receive him from the prison after the regular dinner hour and before dark. The soldier must then be confined to barracks and exempted from duty for the remainder of the day. K. R. 634, 637, 622, 616

609. Should soldiers be marched in military custody through a public thoroughfare?

No; if an ambulance waggon cannot be furnished by the A.S.C. a covered conveyance must be hired. K. R. 620, 621

610. When a soldier is guilty of desertion or fraudulent enlistment, and his trial is dispensed with, what forfeitures and deductions from pay must he suffer?

(1) Forfeiture of all his service towards discharge prior to date of order. (2) Forfeiture of any service towards pension, G.C. badge and deferred pay. (3) All ordinary pay for every day of absence and every day in confinement. K. R. 575

611. What must a C.O. do who decides that absence has arisen through D.?

He must record his opinion in the guard report, and the defaulter sheet will accordingly be marked

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K. R. 474 with the letter D, but such entries will not be counted for determining liability to trial by C.M.

612. What is the scale of fines for drunkenness in the case of regular soldiers?

First and second offences no fine.

Third and subsequent cases fine as under—

7s. 6d. if within 3 months	of last D
5s. if over 3 and within 6 months	on de-
2s. 6d. if over 6 and within 9 months	faulter
nil if over 9 months	sheet.

2s. 6d. will be added to the fine if four preceding instances of D. within previous 12 months.

K. R. 477 10s. the limit prescribed by Army Act, Sect. 46.

613. Define the expression "military custody."

1. In the case of a private soldier it means either making him a prisoner at large or the putting him in confinement under charge of a guard or sentry. If a prisoner at large he must not quit barracks until his case has been disposed of. He will attend parades, but will not be detailed for duty.

2. Except in the case of a private soldier it means arrest, *i.e.* forbidding him to leave his quarters or tent except to take exercise under supervision. When arrest is described as "open," the officer or N.C.O. may take exercise within defined limits, but he must not appear in any mess premises, nor leave his quarters dressed otherwise than in uniform. He is deprived of sash, sword, belt and spurs.

K. R. 433-443

614. What disciplinary powers are vested in an officer commanding a detachment?

The full powers of C.O. of a corps, unless, being

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below the rank of substantive major, his powers have been specially restricted by superior authority. K. R. 426

615. Is gambling a military offence?

Yes. K. R. 428

616. What is the limit of a C.O.'s powers of (1) imprisonment; (2) C.B.?

1. If under the rank of field officer, seven days, otherwise fourteen days; but for the offence of absence, one day's imprisonment may be given for every day of absence up to twenty-one days.

2. Fourteen days; but punishment drill must be remitted after ten days. K. R. 460

617. Which of the following awards is illegal, and why?

(1) 14 days' imprisonment and 7 days C.B.

(2) 168 hours' imprisonment and 14 days C.B.

1. When imprisonment exceeding seven days is awarded, a minor punishment must not be given in addition. K. R. 461

618. Can a lance-sergeant be tried by a regimental court-martial?

Yes, as he is not "above the rank of corporal." Q. R. 411

619. What offences may be dispensed of summarily by a C.O., or tried by R.C.M., in the case of soldiers under the rank of sergeant?

Offences under the following sections of the Army Acts:—

6, except on active service.
*8 (2), " " "
9 (2), " " "
10, except sub-section 1.
11, 14, 15, 19, 21, 22, 24, 34, 40.

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20, except when the act is wilful.
K. R. 454 — 33, except cases of enlisting from army reserve. 18 (1) (3); 27 (4).

620. In what documents besides the crimes and defaulter sheets are the awards of punishment entered when the offences are dealt with summarily?

Awards by C.O. are entered in the guard reports. Awards by O.C. company in the minor offence report. Both are attached to one another and signed by the C.O.

K. R. 453

621. When a N.C.O. or soldier is charged with an offence what action is taken by the O.C. company?

He "investigates" the offence and decides (except in the case of a N.C.O.) whether or not it be a minor offence that he has power to dispose of.

K. R. 452

622. When is it usual to add "discharge with ignominy" to a sentence?

In a case of a persistent offender for offences of a disgraceful nature, or for an offence under Sect. 32, Army Act.

K. R. 518

623. As member of a court-martial what sentences would you award in the following cases if the prisoners had not previously been convicted, and the circumstances were not "aggravating"—

1. *False answer on attestation.*
2. *Striking a superior officer.*
3. *An offence under Sect. 32 of the Army Act.*

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4. Disgraceful conduct under Sect. 18 (5) of the Army Act.
5. Insubordinate or threatening language.
6. Desertion within first six months' service?

1. Twenty-eight days.
2. Fifty-six to one hundred and twelve days.
3. One hundred and thirteen to one hundred and sixty-eight days.
4. One to two years' imprisonment.
5. Twenty-eight days. **K. R.**
6. Twenty-eight days. **518**

624. What offences should never be disposed of summarily or by a regimental or district court-martial?

An offence which is punishable on conviction with death or penal servitude. **K. R. 483**

THE MILITIA ACT

SECTIONS 7 TO 28

625. On what different charges would a man be tried for failing to appear on assembly of his unit (1) on embodiment; (2) for training?

1. Desertion under Sect. 12, A. Act. **M. Act**
2. Absence without leave under Sect. 15, A. Act. **23**

626. What distinguishes the offence of fraudulent enlistment from that of making a false answer in the case of a militiaman?

If "on service as part of the regular forces" at the time when he commits the offence, he is guilty of fraudulent enlistment; otherwise he is guilty of "making a false answer." **M. Act 26**

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627. What punishment is prescribed by the Militia Act for inducing a militiaman to desert or absent himself?

M. Act 25 The offender can be fined £20 by a civil court.

628. In the case of a militiaman's illegal absence what steps should his C.O. take?

When the man is "subject to military law," and is absent from his duty for twenty-one days, the C.O. may assemble a court of inquiry; but when the man "fails to appear" within fourteen days on assembly
M. Act 28 his C.O. must record the fact of absence in the regimental books.

629. Can any person who is not otherwise subject to military law be tried by court-martial?

Yes; if he commits an offence in regard to enlistment under Sects. 10 and 26, Militia Act.

630. Under the Militia Act a militiaman may be tried for certain offences either by a court-martial or by a civil court, how is the jurisdiction of the civil court limited in all such cases?

R. W. 27 Dec. 1882 The sanction in writing of the militiaman's C.O. or superior military authority is required by the civil court before it can deal with the case.

631. In what circumstances is a militiaman liable to further service beyond the period of his engagement?

If guilty of desertion, absence or fraudulent enlistment, whether dealt with by court-martial, civil
M. Act, S. 27 court, or his C.O., and whether punished or not for his offence.

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632. What subjects are treated in Sects. 7 to 28 of the Militia Act?

Sects. 7 to 11 deal with Voluntary Enlistment, and Sects. 12 to 28 deal with Service and Oath, Training, Embodiment, Desertion and Fraudulent Enlistment.

633. Can a militiaman be punished for absence during the time he is voting at a Parliamentary election?

No. M. Act, S. 39

634. What are the instructions which a C.O. must comply with before embodiment or training?

Serve and publish notices of time and place of attendance. M. Act, S. 21, 22

635. What important change was made in the conditions of militia service in 1898, and how was it effected?

The Crown took power to employ such militiamen as consented to go on foreign service, for a period not exceeding one year, whether "embodied" or not; and Sect. 12 of the Militia Act was amended accordingly by an act called the Reserve Forces and Militia Act 1898.

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EXAMINATION FOR PROMOTION TO CAPTAIN

SUBJECT D

(1) Regulations respecting the Service and Bounty of Militia and Militia Reserve
(2) Issue of Clothing and Necessaries, Lodging and Billet Money

636. For what period is a man enlisted to serve in the militia?

Six years from the date of attestation, except in the case of a "re-enlisted" man, as defined in the Militia Regulations, who is attested for four years only; but in either case an additional year of service may be exacted to make good any period of unlawful absence from any annual training exceeding fourteen days.

A. F. E. 597

637. Can a militiaman re-engage?

He can re-engage for four years, if under forty-five, by making a declaration on A. F. E. 507.

Mil. Regs. 143

638. May a militia officer attest a man for the militia?

Yes; but the enlistment must be subsequently "approved" by the militia C.O. or the O.C. R.D.

A. F. E. 504

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639. What is the militia reserve?

Militiamen who have prior to April 1901 been enlisted for general service with the regular forces for the unexpired portion of their militia engagement and a further term of twelve months under the Reserve Forces Act. A. F. E. 522

640. May a militiaman enlist out of the militia into the regular forces?

Yes; subject to his C.O.'s approval, and to the payment to his corps of any sum due on account of his release from the militia. A. F. B. 97

641. What certificate is given to a militiaman on discharge?

An army form filled up to show date and cause of discharge, period of service, conduct and character while in the militia, and physical description on discharge. A. F. 528

642. What is the special service section of the militia?

Militiamen who prior to April 1901 engaged for special service with the regular forces, or for special service in any part of the world with their militia unit, such special service to be limited to twelve months. A. F. E. 508

643. Mention the various bounties paid annually to militiamen.

1. Training Bounty,	£1	10	0
2. Militia Reserve Bounty,	1	0	0
3. Special Section Bounty,	1	0	0
4. Non-Training Bounty,	3	0	0
5. Re-enlisted N.C.O.'s Bounty,	1	10	0

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644. What is a "non-effective" account?

An account showing what is due to or by a man who (1) deserts, (2) dies, (3) is relegated to the army reserve on conviction of improper enlistment, (4) is discharged for misconduct, or (5) is in debt at the end of recruit drill, preliminary drill, or training in consequence of forfeiture or suspension of bounty. The account is made out in detail by the captain on A.F.O. 1625, and two copies handed to the adjutant, who will return one of them endorsed in red ink, which is to be attached to the pay list. The other copy is placed by the adjutant among the man's documents. In case of death any credit balance shown will be paid by the captain to the man's legal representatives, and their acknowledgment will be attached to the pay list. In all other cases the balance shown on the account is adjusted by the paymaster, in accordance with Militia Regulations and Financial Instructions.

645. What bounty is paid to recruits who drill on enlistment?

Ten shillings paid on completing forty-nine days' drill at the depôt.

Mil. Regs. p. 104

Twenty shillings paid on completing seventy-six days' drill at the depôt.

646. Who pays (1) the non-training bounties; (2) training bounties; (3) recruit's bounty?

1. The paymaster by Army Money Order between October and February.

2. The O.C. company at training, except in the case of militia reservists who have been mobilised,

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and whose reserve bounties are due on the anniversary of the date of demobilisation. **Demob. Regs.**

3. O.C. depôt company to which the recruit is attached for drill on enlistment.

647. What are the qualifications for the special annual bounty of 30s. granted to militia sergeants?

Previous service in the army and discharge therefrom as a N.C.O. **A. O. 191/02**

648. What inducement is offered to militiamen to qualify at an "authorised course of instruction," at a school, or with the regular forces?

A bounty of 20s. on the termination of such course. **A. O. 191/02**

649. What distinction is made between N.C.O.'s and privates in regard to military employment in the non-training season?

Any N.C.O. may be attached to regulars for four weeks between 1st February and 30th September, and any sergeant may be attached during the furlough season, October—January, for four weeks. **Mil. Regs. 212**

650. Do "boys" receive an annual bounty?

The training bounty 30s., but not the non-training bounty 60s.

651. Under what circumstances would you pay a man a bounty of 20s. at the termination of a training?

When the man is a recruit who "from any cause for which he can be held responsible" has not completed his musketry course. The balance of 10s. is termed the "recruit's deferred bounty," and should not be paid until he completes the course detailed in Table A of the Musketry Regulations (W.O. letter, 10th September 1903). **Mil. Regs. 540**

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652. Detail the procedure in the case of a militiaman who comes up for training and is found to be medically unfit.

1. Army Form E. 517 is filled up by the doctor and signed by the C.O.

2. If temporarily unfit he is dismissed to his home and excused training, and if the G.O.C. approves, he may be paid half the training bounty.

3. If totally unfit, he is discharged from the militia and is paid half the training bounty.

4. In both cases, pay and allowances for the day of assembly and travelling expenses are issued to the men.

5. No bounty is paid in any case if the disability is certified to have been brought on by the man's own action.

653. When a recruit is not drilled on enlistment, but is called up for "Preliminary Drill" before the training, what bounty would you pay him at the end of the training for the whole period?

Mil. Regs. 189, 540 Thirty shillings, unless the whole period does not exceed seventy days, when the bounty is reduced to 20s.

654. What articles of kit should be "marked," and at whose expense?

Braces, button brasses, 5 brushes (blacking, brass, cloth, polishing, and shaving), comb, fork, holdall, table-knife, razor and case, spoon, towels, kit bags, and leggings should be marked by a person employed by the quartermaster at the cost of the public.

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655. Can a man be charged for the washing of clothing and necessaries when returned to store at the termination of drill or training?

No; unless returned to store "in a filthy condition," in which case they should be cleaned at the man's expense, the charge being stopped from his pay as a disciplinary measure. A. C. D 20/6/02

656. What clothing is now issued to militiamen?

A full-dress suit to last 8 trainings.

A service-dress suit to last 4 trainings.

A canvas suit to last 4 trainings.

The period of preliminary drill or drill on enlistment is to count as 1 training.

657. What articles of clothing and necessaries may a militiaman take away (1) at the end of every training; (2) on joining the regular army during drill on enlistment; (3) after 76 days' drill on enlistment?

1. His boots and socks, and 1 shirt (new) or 2 (part-worn), soap and blacking.
2. His boots, socks, and shirts, soap and blacking.
3. Same as 1.

658. Give the details of a militiaman's kit as issued, classifying the articles as (1) clothing; (2) necessaries; (3) equipment.

1. Clothing—

Drab serge frock and trousers (service dress).

Tweed trousers and red tunic (full dress).

Canvas frock and trousers.

Shoulder pad and 2 pairs collar badges.

F.S. cap and helmet, with badges.

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Great-coat and cape.
1 pair boots and leggings.

2. Necessaries—
Knife, fork, and spoon.
Razor, comb, and shaving brush.
Button brass and brass brush.
Blacking brush, polishing brush, and tin of blacking.
2 towels and 2 pieces of soap.
Cloth brush and sponge.
1 pair braces.
Holdall.
Shirts, 2 new; or 1 new and 2 part-worn.
Socks, 2 pairs new; or 4 pairs part-worn.

3. Equipment—
Haversack.
Valise and braces, right and left.
Sling with runner for rifle.
Belt.
Frog for bayonet.
2 straps for great-coat and messtin.
2 supporting straps.
Rifle and bayonet.
2 pouches for cartridges.
Mess-tin and cover.

659. What "necessaries" may a man take away after they have been in wear for 6 trainings?

1 knife, 1 fork, 1 spoon, 1 razor, 1 comb, 1 brush (shaving), 1 pair braces, 1 holdall, 2 towels, 1 sponge, 1 button brass, 4 brushes (cloth, brass, blacking, and polishing).

660. A man is passed as medically fit on joining, but

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is afterwards dismissed or discharged as unfit on medical grounds, what bounty, if any, should be paid to him?

Fifteen shillings; half the training bounty. Mil. Regs. 545

661. During the training a man is unlawfully absent, or in custody on a charge of which he is convicted, for a period of fourteen days, what bounty, if any, should be paid to him?

He forfeits the whole of his training bounty. Mil. Regs. 546

662. What important change was made in the Militia Act 1882 as to voluntary service outside the United Kingdom?

The Reserve Forces and Militia Act of 1898 enacted that it should be lawful for the Crown to direct a militia C.O. to propose to his corps a voluntary offer to serve in foreign parts.

663. Can a militiaman be employed for a year on military service at any time?

Yes; if he volunteers under the provisions of the Reserve Forces and Militia Act 1898, and if his services are accepted.

664. What is the distinction between lodging and billet money?

"Lodging" money is paid to the militiaman who finds his own lodgings, fuel and light; "billet" money is paid to the innkeeper or inhabitant on whom men are billeted. The rate is the same in each case, viz. 4d. a day per man. It is not granted when public quarters in barracks or camp are available, except in the case of "boys" who live at their homes, nor, in any case, for the last day of the training. Mil. Regs. 677, 685-688

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665. Are re-enlistment or re-engagement bounties now paid?

No; they were abolished in July 1901.

666. What is a bounty board?

An assembly of at least three officers commanding companies, under the presidency of a field officer, for the purpose of awarding forfeiture of training bounty in cases of absence, misconduct, loss, damage, etc. The decisions of the board are subject to the approval of the C.O., and are *not* recorded in the defaulter sheets.

Mil. Regs. 384

667. Are militia N.C.O.'s eligible for appointment as pioneer sergeant and sergeant cook?

Yes; if qualified by attendance for three months at the School of Military Engineering or two months at the School of Cookery.

A. O. 191/02

668. What steps are taken to keep in repair the frocks, trousers, haversacks, messtin covers, great-coats, leggings, etc., of militiamen?

After the training they are repaired at the public expense, unless the damage is wilful, in which case a certificate must be furnished by the O.C. to accompany H. 1137, showing the names of the men chargeable for repairs of clothing, the amounts for which they are liable, and the nature of the damage.

669. Are militiamen eligible for service with the South African Constabulary?

Yes; and are borne as supernumerary in their militia units while so serving.

Mil. Regs. 172

670. For what sum can a militiaman purchase his discharge in time of peace?

£1, except in the case of a re-engaged man

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(£1, 10s.), a re-enlisted man (£1, 10s.). Additional sums must be paid by a militia reserve man (£1), a special section man (£1), and, in all cases, any sums received since last training, as non-training bounty must be refunded. The cost of a discharge therefore varies between £1 and £6, 10s.

671. Can the whole of the bounty due to a man be stopped?

Not without the previous sanction of the Secretary of State, except as provided in Militia Regulations for men dismissed as temporarily unfit on medical grounds. **Mil. Regs. 573**

672. What forfeiture of bounty does a man incur while in hospital through his own fault? **Mil. Regs. 570**

Eightpence a day.

673. Enumerate the different good-shooting badges which should be issued at once on the conclusion of the musketry year and be worn until the next award.

Marksman.—Crossed rifles on the left forearm.

Best shot in each company.—Crossed rifles and star on the left forearm awarded only to that marksman—*not being a member of the P.S.*—who makes the highest score in Parts 1 and 2, Table "B."

Best shot of the sergeants and lance-sergeants in the battalion.—Crossed rifles and crown surrounded by a scroll of bay leaves on the left forearm.

Best shot of the corporals and privates in the battalion.—Crossed rifles and star surrounded by a scroll of bay leaves on the left forearm.

Section commanders of the best shooting company.—Crossed rifles and crown worn on the right forearm in addition to any other badge. **A. O. 148/02**

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674. Are militiamen eligible for pensions and gratuities?

"Disability" pensions may be granted on application to the War Office through the O.C.R.D. Militia attestation, discharge certificate, medical report, and proceedings of court of inquiry on the injury must accompany the application. Gratuities not exceeding 3s. 6d. a day, for a period not exceeding six months, may be granted to a man "injured in the performance of military duty" on application to the War Office through the G.O.C., with statement of the injury, and certificate of inablity to follow his trade.

Mil. Regs. 710-713

675. Is soap issued free to militiamen up for preliminary drill or training?

Mil. Regs. 920

Yes; two pieces per man.

676. Should any charge be made against militiamen for supplying, or washing, bags for the storage of their civilian clothing?

A. O. 185 (1901)

No; the public now defrays the cost of bags, and the canteen fund is liable for the expense of washing.

677. What bounty is payable to a man who during the training (1) becomes time expired; (2) joins the regular forces?

Mil. Regs. 545

In each case the full training bounty of 30s.

678. In what cases should training bounty not be paid?

1. To men who do not join for training, whether from sickness or leave granted.

2. To men who join but (1) are granted leave from training; (2) are dismissed as unfit through a disability brought on by their own action.

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3. Are unlawfully absent or in custody (unless acquitted of the charge) for more than fourteen days. **Mil. Regs. 546**

4. To men discharged for felony or misconduct.

679. In what case would a man's bounty be withheld for a year pending decision of a bounty board at the next training?

In the case of a man who is unlawfully absent or in custody at the end of the training. **Mil. Regs. 547**

680. When a militiaman dies while out for military duty what sum can be claimed for burial expenses?

The actual expenses necessarily incurred, but if exceeding 35s., the authority of the G.O.C. is required. **Mil. Regs. 779 a, b**

681. What distinction is made between ranks and appointments held during embodiment?

A militiaman after disembodiment may retain the rank to which he was promoted during embodiment, but he must vacate any appointment not recognised by the militia in normal times. **A. O. 239/01**

682. What has been substituted for "re-enlistment stripes" in the militia?

A four-pointed star for each re-enlistment or re-engagement to be worn on the right arm just above the cuff. **A. O. 239/01**

683. When soldiers are billeted under the provisions of the Army Act what sums are due to the innkeeper?

For a hot meal, as specified in schedule to the Army (Annual) Act, 1s. 1½d.

For a hot breakfast, as specified in schedule to the Army (Annual) Act, 1½d.

For lodging and attendance, etc., whether hot meal furnished or not, 4d. per night.

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EXAMINATION FOR PROMOTION TO CAPTAIN

SUBJECT E

Duties in Camp, Barracks and Billet

684. How do troops in camp turn out when any member of the royal family passes along the front of a camp to inspect it?

K. R. 47 They fall in, in front of the tents, but not under arms.

685. Where are the regulations and instructions for encampments and cantonments to be found?

K. R. 164 They are issued as a separate publication.

686. What are camp colours?

K. R. 44 Flags eighteen inches square on poles seven feet six inches long, of the colour of the facings of the regiment, and with its abbreviated title upon them.

687. What duties in connection with billets pertain to N.C.O.'s on detached duties?

K. R. 767 They must settle innkeepers' lawful demands for billets, and obtain receipts for the money paid on this account.

688. When troops are billeted, who is responsible for arranging that the men of each section or company, etc., are kept together?

K. R. 1375 The officer who draws the billets.

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689. Where should company officers be quartered when troops are billeted?

As near to their men as possible. K. R. 1375

690. Does a billeting party march with the main body?

No; it proceeds in advance of the unit and draws billets for the whole; and on the last night of a march it should not be billeted at all, but, after drawing billets for the unit, go on to its destination. K. R. 1375

691. Can an innkeeper demand compensation if troops are not billeted on him after he has received preliminary notice of their coming, and of their probable demands on him?

No. K. R. 1375

692. Why does an officer on duty visit the barrack rooms every morning?

To see that they are clean, that the gas taps have been properly turned off, and that the regulations regarding beds, bedding and ventilation have been observed. K. R. 303

693. Mention the different official inspection of barracks that take place.

Medical inspection, R.E. inspection, A.S.C. inspection, marching in and marching out inspections, C.O.'s monthly inspection.

694. What preparation should be made by an O.C. company for the monthly inspection of barracks by the C.O.?

All articles should be laid out in the barrack rooms for inspection in the order in which they are detailed on the inventory boards. K. R. 304

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695. What should be the strength of a detachment to take and give over barracks?

A party of two officers, four N.C.O.'s, and twelve men of the outgoing corps should be left behind to
K. R. give over barracks, and a similar party should precede
312 the incoming corps to take over barracks.

696. Why are inventories of barrack furniture and utensils, and of fixtures, made out and signed?

In order that there may be no misunderstanding
K. R. as to the articles for which the troops are account-
326 able.

697. How should a fire-piquet be instructed and practised?

The sources from which the fire-engine can be supplied with water, the mode of adjusting the hose and working the engine, should be explained by the
K. R. N.C.O. in charge, and the fire-engine should be
348 exercised with the assistance of a fatigue party.

698. Who is responsible for water-supply duties?

K. R. 340 The quartermaster.

699. Distinguish between "general" and "personal" charges for barrack damages.

The former is a charge levied on the unit by the royal engineers or officer in charge of barracks, to pay which every soldier contributes a paid sum; the
K. R. latter is a charge against an individual for loss or
320 damage directly traceable to him.

700. When bedding is lost or damaged how is its value recovered?

The N.C.O. in charge of the room should at once

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bring the circumstances to the notice of O.C. company, so that a "personal" charge may be brought against the soldiers in fault. R. K. 323

701. When troops are billeted what should be made known to them daily before they "break off"?

The position of the alarm post or place of assembly. K. R. 1375

702. You are captain of the day in camp, state what duties you would expect the "battalion orderly sergeant" to perform.

(See end of book, Appendix 1.)

703. You are subaltern of the day when your corps is in camp, write out the usual daily report.

(See end of book, Appendix 2.)

704. Mention the special duties of the "regimental orderly sergeant" at a depôt.

(See end of book, Appendix 3.)

705. You are "orderly officer for the week" at a regimental depôt, write out the usual report.

(See end of book, Appendix 4 (*a*), (*b*), (*c*).

706. How is the fact of a soldier's illegal absence ascertained and reported?

At meal times and at tattoo the roll is called by the orderly sergeant, and the name of any man absent is entered on the absentee report. A. F. B. 290

707. When a man falls sick what is the usual procedure?

His name is entered on the "Morning Sick"

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report (A.F. B. 256) by the orderly sergeant, and the medical officer states in writing the nature of the complaint. At the doctor's evening visit (5 P.M.) the man must be "discharged" or "detained"; in the latter case the man is at once struck out of his company mess.

708. On the "Alarm" sounding in camp how do the troops act?

Fall in by companies, fully armed and equipped, on the alarm post of their unit. Draught animals to
C. T. be turned in. An officer from each unit to go to
153 headquarters for orders.

709. Explain the terms district *and* district commandant *in connection with bivouac billeting and camp arrangements.*

The area allotted to each cavalry or infantry brigade, etc., will be termed an administrative district, and the senior officer the district commandant, who allots areas to his units, fixes their alarm posts, opens out communications and settles
C. T. defensive, police, and sanitary measures, etc., and
148, who is represented by the "Field Officer of the
149 Day."

710. What are the duties of the field officer of the day in each "District"?

He carries out the orders of the district commandant. He mounts, commands, and visits by day and night the district guards and inlying piquets and receives their report. Regimental officers of the day
C. T. report to him. He accompanies the inlying piquet
153 if it is required to leave the district.

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711. What area is included within the tent pegs of a single circular tent, and how many men must it accommodate?

A circle 6 yards in diameter; it accommodates fifteen men. Warrant officers count as three men, sergeants as two men. C. T. 158

712. When under canvas what steps are taken to keep tents dry and clean?

A trench is dug just under the tent curtain, and the curtain is pegged to the inner slope of the trench —the canvas thus draining into it—while surface drains carry off the water from the trenches. Tent flies must be looped up every morning — in wet weather on the leeward side only. If rain or heavy dew is expected tent ropes must be slackened.

Tent bottoms should be removed every other day and the ground beneath thoroughly cleansed. Tents must be struck periodically and the ground beneath swept and exposed for some hours. C. T. 159, 161

713. In what manner is the water supply in camps marked with flags?

White for drinking water.
Blue for watering places for animals.
Red for washing or bathing places. C. T. 154

714. In a large camp how are the various staff offices, hospitals, depôts, headquarters, etc., distinguished?

By flags in the daytime, by coloured lamps at night.

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715. What is close billeting *?*

A method of keeping the troops together by letting
C. T. as many men as possible sleep in houses, the rest
144 bivouacing.

716. What is the minimum space required for the camp or bivouac of a battalion on field service ?

65 yards (front) by 150 yards (depth), and another
C. T. space of 60 yards depth in front of the camp or
146 bivouac for an alarm post.

717. How would you roughly estimate accommodation for men in ordinary billets when a halt is for a night only ?

Rooms over 15 feet wide but under 25 feet take
C. T. two men per yard of length. Rooms 25 feet wide
147 and over take three men per yard of length.

718. How does each command recognise the billets that have been allotted to it ?

The billeting party of the unit will clearly mark with chalk on the doors of buildings the number
C. T. of men and horses the building is to hold and the
150 company it is allotted to.

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EXAMINATION FOR PROMOTION TO CAPTAIN

SUBJECT F

THE DETAILS OF THE RECRUITS' AND TRAINED SOLDIERS' COURSE OF MUSKETRY; CARE AND DESCRIPTION OF ARMS AND AMMUNITION; GENERAL REGULATIONS AS TO THE CONDUCT OF TARGET PRACTICE; REGISTERS, COMPANY ANNUAL MUSKETRY RETURNS AND PRIZES; FIRE DISCIPLINE AND FIRING EXERCISE DRILLS

*** *The References are to "Musketry" and "Militia Regulations."*

Pages 70 to 76 of this Manual should be studied afresh, and, in addition, the following:—

719. What regulations apply to the militia in regard to musketry?

The Musketry Regulations, except when varied specially by the Militia Regulations.

720. Who is responsible for the musketry training of militia recruits, including recruit officers? A. O. Oct. 1902

The O.C. reg. district.

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721. What preliminary instruction is given before men fire their course?

Companies will receive instruction, by lecture, in the details of the practices and the method of execu-
M. R. 101 tion, and will rehearse, as far as possible, with blank all rapid magazine and snap-shooting practices.

722. When are militia recruits instructed in the care of arms, the firing exercises, and judging distance; and given a rehearsal of the practices of Table A, both with dummy cartridges and with blank?

A/179 1 March 1903 During preliminary drill, or drill on enlistment at the depôt.

MUSKETRY OF THE MILITIA

723. What officers, N.C.O.'s and men undergo the course detailed in Table A of the Musketry Regulations?

1. Every subaltern during his first year of service.
2. Drummers and buglers of the P.S. who have not already fired the course.
3. Every recruit.

Mil. Regs. 269

724. Detail the recruits' course (Table A).

Ninety-eight rounds—lying, kneeling, standing, sitting—fired in fourteen practices at first, second, and third-class targets at distances 100 to 500 yards.

Forty-nine rounds, fired in six practices, at vanishing and figure targets at distances 100 to 500 yards.

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The description of practices is as follows:— Independent, magazine independent, rapid independent, snap-shooting, moving target, and skirmishing practice (by squads). M. R. pp. 113-115

725. What annual course of musketry is compulsory for subalterns, for the P.S. and for trained militiamen? Mil. Regs. 262, 270, 271A

The trained men's course laid down in Table B of the Musketry Regulations, pages 116-118.

726. Describe the trained men's course (Table B).

Forty-nine rounds — lying, sitting, kneeling — fired in seven practices at second and third-class targets at distances 200 to 500 yards.

Fourteen rounds, fired in two practices at vanishing and figure targets at 150 yards.

Fourteen rounds, fired in two practices, one by squads.

The description of practices is as follows:— Independent, rapid independent, magazine independent, snap-shooting, and field practices. M. R. pp. 116-118

727. What is the value of hits on first, second, and third-class targets (a) *at range practices;* (b) *at field practices? What is the value of hits on other targets?*

(*a*) Bull's-eye, 4; inner, 3; outer, 2. M. R. 148

(*b*) Hits and ricochets count for percentage.

On other targets each direct hit counts 3 points.

728. What distinctions are made between a "classification" practice and other practices?

Classification practices (forty-nine rounds in all) count for figure of merit, and are carried out at fixed distances in drill order. M. R. 5, 6, 383

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729. Mention the points required for classification.

M. R. p. 118 Marksman, 135; first class, 110; second class, 90; third class, *below* 90.

730. How is the figure of merit arrived at in the case of (a) *the company;* (b) *the battalion?*

M. R. 16, 109, 110 (*a*) Take the sum of the averages of classification practices, Table B.

(*b*) Take the sum of the company figures of merit, and divide by the number of companies.

731. In what form are the results of practices recorded?

M. R. 15, 18 The results of the range practices as averages; the results of the field practices as percentages of hits to rounds fired. Both averages and percentages are worked out to one place of decimals.

732. Is volley firing now permitted?

M. R. 172 In field practices volleys may be introduced "under conditions suited to their use."

733. Should officers fire with their companies when at target practice?

M. R. 108 Subalterns must fire Parts 1 and 2 of Table B, and it is "desirable" for company commanders to do so.

MUSKETRY

734. What sections of Musketry Regulations deal with the description of arms and ammunition?

The Lee-Enfield and Lee-Metford rifles are described in paras. 215-244, and the ammunition in para. 248.

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735. How would you ascertain whether a rifle is merely dull (oil dulls the bore) or actually dirty?

Pass a clean, dry piece of flannelette through the bore. M. R. 249

736. How should ammunition be kept?

Perfectly dry and clean, and not exposed to extremes of heat or cold. M. R. 214

737. Where are directions for the care of arms laid down?

In Musketry Regulations, paras. 190-213.

738. When should the sight protector invariably be kept on a rifle?

In the barrack room. M. R. 205

739. How is every rifle marked for identification purposes?

The regiment and number of the rifle are marked on the tang of the butt-plate, or upon a brass disc on the butt. M. R. 230

740. What is the proper number of cartridges for a magazine?

In mark I. rifle, *eight*; in mark II. *ten*. M. R. 224

741. What is a "missfire," and what generally causes it?

A missfire is the non-ignition of the charge. Most missfires are due to a defect in the rifle, or to a defective cartridge, or to "the striker way in the bolt" being clogged. M. R. 210

742. Except when a rifle is loaded the mainspring

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should never be compressed; state how the condition of the mainspring can be ascertained without pressing the trigger.

M. R. 208 The position of the cocking piece shows whether the mainspring is compressed or released.

743. Where would you look for rules to guide you in the conduct of target practice?

Musketry Regulations, Chapter 4; Range Duties, Chapter 5; Range Practices, Chapter 6; Field Practices.

744. Is any particular method of conducting target practice prescribed?

M. R. 87 No; the responsibility for all arrangements is left to the company officers.

745. Who superintends the marking of the targets allotted to each unit?

M. R. 89 An officer of the company or party must be in the butts for this purpose.

746. Whenever firing with blank precedes firing with ball cartridge what is to be done with the rifle between the two practices?

A. O. 89/03 It must be cleaned and inspected.

747. Mention some of the duties of a company commander in regard to musketry.

He is responsible to the C.O. for the musketry efficiency of his company (53); he must keep up a daily record of ammunition expended (27); conduct practices (87); detail an officer for the butts (89);

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detail N.C.O.'s for various range duties, and superintend the register-keeping (98); detail instructors for the firing point (127); examine arms and pouches (138); frame tactical schemes for field practices (153); keep diary of field practices performed (154); select ground for practices (158); criticise the performance in detail (169). M. R. paras. as quoted

748. Do third-class shots fire in the field practices?

No; they fire blank or snap in all practices of Part 3, Table B. M. R. 110

749. What are the chief duties of an officer on butt duty?

To see that the targets are of proper dimensions; detail to targets the N.C.O.'s and markers; lower targets when fire ceases; regulate the exposure of moving and vanishing targets. M. R. 95

750. What are company commanders required to do with regard to range finding and the supply of ammunition?

Carry out no practice without methodical estimation of distance, and practise the supply of ammunition when at close ranges. M. R. 162, 163

751. Mention the chief rules to be observed by soldiers at the firing point.

Every man must fire with his own rifle, and usually load from the pouch or bandolier; spectacles may be worn, and the sling may be used as a rest, but sights must not be blackened; no man will load until the last shot is signalled and all is clear for him to fire. M. R. 122-136

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752. In case of a missfire what action should be taken?

The cartridge should be tried in another rifle, and if it still fails to fire, a report should be made in accordance with King's Regulations. If the cartridge is ascertained to be good, you may conclude that the defect is in the rifle, and should have it examined by the armourer.

M. R. 211

753. How soon after firing should rifles be cleaned?

M. R. 194

Immediately firing has ceased, if not thoroughly at least by wiping out with flanelette soaked in oil.

754. What is the procedure adopted at the firing point to prevent accidents?

Local arrangements differ, but generally rifles will be "grounded" or "piled" about twenty yards from the firing point, and the men marched back and allowed to rest about twenty yards from the rifles.

The rifles of officers and N.C.O.'s are placed in line on the right of sections.

No man is allowed to touch his rifle until called up to fire.

Arms and pouches are inspected by the register keepers, or section commanders, before the firer leaves the *firing point* (the command "Unload" having been previously given on completion of the practice), and, after firing, the rifles will be cleaned and placed in their original position in line.

E. D. Orders, Nov. 1902

755. To whom are the annual musketry returns forwarded by O.C. unit?

Mil. Regs. 278

To the O.C. regimental district for transmission to the G.O.C. through the D.A.A.G. for musketry.

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756. Detail the various musketry returns and records now required.

Recruits' Musketry Return, B. 188.
Company Annual Return, B. 192.
Regimental Annual Return, B. 187.
Musketry Transfer Return, B. 193.
Register for Range Practices, B. 190.
Company Commander's Diary of Ammunition Expended, Army Book 99.

757. What shooting prizes are awarded to N.C.O.'s, drummers and buglers of the P.S.?

To the best shot, 40s.; to the second best shot, 10s.; but the S.M., Q.M.S., S.I.M., O.R.S., S.D., S.B. are not eligible. **Mil. Regs. 637, 262**

758. How is the best shot in each company selected and decorated?

By taking the highest score in Parts 1 and 2, Table "B," of a marksman who is not a member of the P.S. He wears a badge on the left forearm of crossed rifles and star. Ties are decided (*a*) by the fewest misses; (*b*) by the fewest outers. **Mil. Regs. 1067**

759. How is "the best shooting company" selected?

By the C.O., who will consider the performances on the whole of the range and field practices, and will give the necessary weight to the conditions under which they have been performed. **M. R. 177**

760. What sum is granted as shooting prizes to the recruits and trained militiamen of each unit?

For each man exercised: (if a trained man, 8d.; if

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Mil. Regs. 639 a recruit, 4d.) is granted to O.C. unit for distribution in accordance with musketry regulations.

761. How are shooting prizes for militia recruits now provided and distributed?

Fourpence for each man is allowed by the public. The total sum is distributed by the C.O. to—

Best shots of party in practices 1 to 14, Table A.

Extra prize to best shot.

Best shots at snap-shooting, practices 15, 16, 17, 18.

Best shots at moving target, practice 19.

Best squad in practice 20.

FIRE DISCIPLINE

762. What is understood by the term Fire Discipline?

Strict attention to the signals and orders of the commander; it insures the careful adjustment of the sight, deliberate aim, economy of ammunition, and prompt cessation of fire when the target disappears or the leader sounds his whistle.

I. T. 214

FIRING EXERCISES

763. What is required of instructors beyond a word-perfect knowledge of the drills?

I. T. 106 (2) Facility in imparting that knowledge and in rapidly detecting and correcting faults.

764. Why should recruits be taught not to get the eye too near the cocking piece?

Because, the further the eye is from the backsight the more clearly will the sights be defined and the

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less strained will be the position of the head and neck. I. T. 106 (6)

765. Should the sling be used for firing?

Yes; and the manner of using it must be taught at firing exercises. I. T. 107 (12)

766. When should the musketry exercise usually be performed in combination with close order drills and tactical exercises?

In the case of trained soldiers. I. T. 107 (3)

767. When are the black "bull's-eyes" painted on barrack walls to be aimed at?

Such marks are intended solely for the elementary training of recruits. I. T. 107 (4)

768. What objects are to be aimed at by trained soldiers and advanced recruits?

Natural objects at varying ranges, also fatigue men who represent moving and vanishing targets. I. T. 107 (4)

769. What is a fire unit?

That body of soldiers whose fire is controlled by the executive command of one leader. I. T. 107 (7)

770. How would you form up recruits for "independent firing by numbers"?

At the Order in single rank, at one or two paces interval, and from fifteen to thirty paces from the marks to be aimed at; eight or ten men are grouped together to form a squad; each squad has its own instructor. I. T. 107 (4)

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771. What is the "fixed-sight" when it is used, and how, on these occasions, should aim be taken?

The fixed-sight is the elevation on the bed of the backsight for 500 yards; it is used generally at ranges under 500 yards when there is no opportunity to judge distance and set sights accurately, and when it becomes necessary to fire with the
I. T. bayonet fixed. Aim should be taken at the feet,
107 (5) or at or below the ground line.

AIMING

772. At what part of an object should aim be directed?

1. The whole of the mark should be seen over the top of the foresight when aiming deliberately at small and clearly defined marks under conditions which admit of accurate marksmanship.

2. The foresight should roughly cover the mark when snap-shooting at any object which appears and disappears.

I. T. 3. In all other circumstances aim should be taken
108 (2) at the lowest part of the object or ground line.

I. T. *773. What is the first rule for aiming?*
108 (1) The backsight must be kept perfectly upright.

774. Describe how the extreme range sights are adjusted.

By moving the pointer of the dial-sight to the place on the dial giving the elevation for the
I. T. distance named, and then raising the aperture-
108 (3) sight.

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775. Why is the dial-sight better than the backsight for ranges over 1600 yards?

Aim can be taken more quickly and with less constraint to the neck muscles. I. T. 108 (4)

776. How are soldiers taught to allow for the effect of wind?

By aiming to the right and left of objects, judging the lateral distance, and seeing errors corrected by means of a fatigue man with a flag. I. T. 108 (5)

RANGE FINDING

777. In what circumstances is distance to be judged by sound?

At night, when the flash of a gun or rifle is visible; and by day, when an enemy is using black powder. I. T. 135

778. How are men trained to reckon the time between the flash and the report?

By teaching them to count mentally eleven beats in three seconds; each beat to represent 100 yards. I. T. 135

779. In what conditions of light, ground, etc., do objects appear further off than they really are?

When the object (1) lies in the shade; (2) is viewed in a failing light or through mist; (3) is only partially seen; (4) is of a similar colour to the background. When the observer is looking over a valley or undulating ground.

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780. What officers, N.C.O.'s and men must be trained to use the range-finder?

I. T. 133 (2) All officers and N.C.O.'s, and one private per section.

781. How may a reliable guide to distances be obtained?

I. T. 133 (5) By calling out a few selected officers, N.C.O.'s or men to judge the range, and taking the mean of their estimates.

782. How are men taught to judge long distances?

I. T. 134 (1) By first teaching them to recognise short units of measure. Long distances are eventually estimated by the mental division of them into short and familiar ones.

THEORY AND POWERS OF THE RIFLE

783. What portions of the theory of musketry are to be taught to recruits?

M. R. Only such portions as they are likely to understand, and which may prove of some value to them. The meaning of certain terms which frequently occur should be previously explained in language suited to the capacity of those under instruction.

784. How would you explain the term "rifling," and why are firearms "rifled"?

M. R. 257 A gun-barrel that has spiral grooves cut down the inside or *bore* is said to be rifled. By rifling a gun-barrel the bullet is given a spin on its longer axis, so that its point is kept foremost throughout its flight.

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785. Explain the term "trajectory."

The curved line in which a bullet actually travels through the air is so called. M. R. 258

786. What is meant by the expression "giving elevation"?

Raising the gun-barrel so as to allow for the curve of the trajectory, just as in throwing a cricket ball to a great distance you throw it high in the air. M. R. 260

787. Mention the thickness, in inches, of earth, brickwork, oak and wrought-iron, which is usually required to stop a bullet.

Earth, 28; brickwork, 9; oak, 27; wrought-iron, ½-inch. M. R. 277

788. What is the line of fire?

The path in the air along which a bullet would fly if it were not acted upon by any other force than that which started it, viz. the explosive. M. R. 251

789. What is the force which gradually draws a bullet towards the earth after it has been discharged from a rifle?

The force known as gravity, which keeps drawing the bullet down faster and faster below the "line of fire." M. R. 258

790. What is the third force that acts upon a bullet besides the force of the explosive and the force of gravity?

The resistance of the air, which causes it to move slower and slower. M. R. 258

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791. State how wind, atmosphere and light affect shooting.

Wind.—A side wind requires aim to be taken *to* the side from which the wind is blowing; a "head" wind requires more elevation; with the wind at your back you need less elevation.

Atmosphere.—On a dry day the atmosphere is heavy, and you then need more elevation than on a damp day, when the air is lighter than usual.

M. R. 270-272 Light.—In a bad light you need less elevation than when the light is good and the sights clearly seen.

792. Define the "dangerous space" for any particular range at which men are firing.

M. R. 254, 255, 262 The distance between first *catch* and first *graze, i.e.* the distance between the point at which a descending bullet would strike the head of a soldier and the point at which the bullet would touch the ground.

793. What is the line of sight?

M. R. 252 The line from the firer's eye through the sights of the rifle to the object aimed at.

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EXAMINATION FOR PROMOTION TO FIELD OFFICER

SUBJECT A

PRACTICAL EXAMINATION IN BATTALION DRILL; THE COMMAND OF A BATTALION IN BRIGADE; GENERAL PRINCIPLES OF THE ACTION OF INFANTRY IN ATTACK AND DEFENCE; THE BATTALION IN ATTACK AND DEFENCE; COMBINED TRAINING, INCLUDING ATTACK AND DEFENCE; ORDERS, REPORTS, AND SKETCHES; INFORMATION AND RECONNAISSANCE; MARCHES; PROTECTION, INCLUDING ADVANCED GUARDS, REAR GUARDS, FLANK GUARDS, AND OUTPOSTS, AS FAR AS CONCERNS INFANTRY; RIDING

Pages 1 to 33, 77 to 112 of this Manual must be studied afresh by captains before promotion, and, in addition, the following:—

BRIGADE AND DIVISION DRILL

794. Why are movements in brigade and division practised?

To train battalions to assemble rapidly and without confuson, and to march in mass without losing distance or interval.

206 i.

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795. Is the object of every important movement or formation known to a battalion commander?

206 ii. It should invariably be explained to him.

796. Mention the rules about divisional and brigade "orders."

1. On service and at manœuvres all orders should be written.

2. When verbal orders are given, they are to be passed by commanding and mounted officers, who are responsible that they are understood by the next unit.

206 ii., iii. 3. In the absence of orders C.O.'s will conform to the movement they see in progress.

797. At brigade drill what must a battalion commander do on receiving the brigadier's orders?

Give all necessary orders to his unit, cautions and commands as in battalion drill, and be prepared to march off together with other battalions on the signal

206 iii. of the brigadier to move.

798. In what formation does a battalion parade for brigade drill?

206 vi. In assembly formation.

799. What intervals and distances are kept between battalions in brigade?

206 iv. Thirty paces.

800. How is direction kept when a brigade marches?

206 v. A battalion is always named to direct.

801. In what circumstances are battalions required to

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move to their places in brigade by the shortest lines?

In all interior movements of a brigade. **206 vii.**

802. Is any special drill laid down for a division?

No; the principles laid down for brigade drill are equally applicable to division drill. **206 viii.**

803. What are the principal movements practised at brigade drill?

Mass wheeling into line of battalions.
Line of battalions wheeling into mass.
Mass deploying into line of battalions.
Line of battalions forming mass.
Line of battalions changing position.
Marching in line of battalions—
(1) In assembly formation.
(2) In column. **207-**
Advancing in echelon of battalions. **210**

804. Define the term "Change of Position."

A movement by which a body of troops takes up a new alignment. **Definitions**

805. Define the term "Mass."

Battalions, in assembly formation or in quarter column, on parallel and successive alignments with any named distance between battalions. **Definitions**

806. Define the term "Quarter Column."

Companies on parallel and successive alignments at a distance from one another of six paces. Only used at ceremonial drill. **Definitions**

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807. Define the term "Deploying Interval."

The lateral space between units, drawn up in assembly formation or in column, on the same alignment, the space being equal to the frontage of a unit in line.

808. What particular duty is assigned to the second in command of a battalion at brigade drill when mass deploys into line of battalions or a line of battalions changes position?

He marks the spot where the inner flank of the
208, battalion should rest as a guide for the C.O. in moving
909 into position.

809. When a brigade is marching in line of battalions where does the second in command ride, and with what object?

He rides in rear of that flank of his battalion which is next to the directing battalion, in order to warn his C.O. by signal if the interval is not being
210 correctly kept while marching.

810. In what circumstances is the "battalion of formation" moved at brigade drill?

When a mass is ordered to deploy in an oblique direction; and when a line of battalions changes position on a flank battalion the battalion of forma-
208, tion is wheeled into the required alignment by its
209 C.O.

811. When forming mass on a central battalion, in what order do the other battalions take post?

208 They pass into mass left arm to left arm.

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812. Define the term "Echelon."

A formation of successive and parallel units facing in the same direction, each on a flank and to the rear of the unit in front of it. **Definitions**

813. When a brigade advances in echelon of battalions how are intervals preserved?

The brigadier will name the battalion to lead and the distances to be preserved. Battalions in rear must march by their inner flanks. **210, 271**

GENERAL PRINCIPLES OF THE ACTION OF INFANTRY IN ATTACK AND DEFENCE

(*See* pp. 90 to 102.)

THE BATTALION IN ATTACK

814. What difference is there between the commander of a battalion and the commander of a brigade in regard to tactics?

They are practically in the same position, with the exception that the one has eight small, and the other four large, units under him; and when a battalion is acting alone, the C.O. will proceed on the same principles as the commander of a larger force. **I. T. 237**

815. What are the main points to be borne in mind by a battalion commander in attack?

The battalion should never be hurried into action; time should be taken for a survey of the ground, for the issue of orders, and for the instructions to be given by the company leaders to their subordinates and the men. **I. T. 237**

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816. What should be stated in the "orders" issued by the commander of a battalion about to attack?

1. What is known of the enemy.
2. His own intention and method of carrying it out.
3. Distribution and objectives of the several companies.
4. Frontage assigned to companies in the firing line.
5. The position of the dressing station, etc.

I. T. 242 6. His own position, where reports, etc., should be sent.

817. What difference would be made in the distribution of companies when a "holding" attack is ordered?

I. T. 241 The frontage would be larger, and the reserve smaller than in a decisive attack.

818. In a decisive attack by a brigade what frontage would usually be assigned to a battalion in the firing line?

A frontage in proportion to its strength. If 800 I. T. strong, about 600 yards, so that at least 125 rifles 238 cover 100 yards of front.

819. Should entire companies be extended in the firing line and be supported by other companies?

I. T. 238 No; all reinforcements should be furnished by the same unit.

820. Who is responsible for the formations adopted by the firing line and supports?

I. T. 239 Company commanders.

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821. What proportion of a battalion should be held in reserve?

The reserve should be at least a quarter stronger than the firing line and supports engaged in the decisive attack when heavy losses are expected; of equal strength, or even weaker, when the opposition is weak, or decisive range can be reached under cover. I. T. 240

822. In what way is a battalion commander expected to use his reserves?

To feed the firing line; protect its flanks; deliver long-range fire; repel counter-attacks; and form a rallying point if the attack is repulsed. I. T. 240

823. In what formations should a reserve be moved forward in attack?

On open ground, in several lines of skirmishers; in close country, in as compact a formation as the ground will allow, say, half-company or section columns of fours: but the flanks must be protected, and each subordinate commander is responsible for altering the formation of his own command, if necessary, to avoid loss. I. T. 240

THE BATTALION IN DEFENCE

824. Detail the special duties of a battalion commander in defence.

1. Arrange for first treatment of casualties on the spot, and for their transfer to the dressing station of the bearer company.

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2. See that the reserve ammunition is conveniently placed.

3. Maintain communication with troops on either flank, and with his brigadier.

4. Receive and forward reports of movements of the enemy.

5. Watch for opportunities for local counter-attack.

I. T. 256 6. Ascertain the best line of retirement to the rallying position.

825. When a decisive counter-attack is to be made by a battalion defending a position, who gives the signal, and who commands the attack?

The C.O. gives the signal, and the officer detailed I. T. 255 to command the general reserve would command the attack.

COMBINED TRAINING

*** The References are to Sections in "Combined Training," Parts 1-5.*

826. Define the expressions (1) position of assembly; (2) strategy; (3) tactics.

1. A position in which the troops are assembled with a view to either moving to the attack or occupying a defensive position; it should generally be under cover.

2. The methods by which a commander seeks to bring his enemy to battle.

3. The methods by which a commander seeks to defeat his enemy in battle.

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827. Discuss the respective advantages of defensive and offensive action.

On the defence, a small force, behind entrenchments, can hold its own against superior numbers, and the effect of modern fire is such that more men than formerly can be kept in reserve for the counter-attack; the defender, by mystifying the enemy as to the extent of his front and position of his entrenchments, may prepare for him a tactical surprise. But in order to win a decisive victory the defender must leave his safe position and come into the open to attack, and then the advantages of the defence may pass to the attacking force, now on the "local" defensive. Turning now to offensive action, it is believed that assailants, screened by their advanced troops, can so manœuvre as to suddenly concentrate against the weakest spot in the defenders' position, or with superior numbers envelop, or by a night march outflank, the defenders and cause them to evacuate a strong position in order to escape enfilade fire and secure their line of retreat. It is safest in attack, therefore, to assume that your enemy will not be content with merely repulsing your attack, but will strive to inflict a decisive defeat by counter-attack. In defence, remember that troops acting against you generally on the offensive will, nevertheless, avoid attacking you in strong position if by manœuvring they can compel you to evacuate it and occupy a weaker one. Remember also that the attitude at first assumed by opposing forces will probably be reversed during an engagement; vigorous counter-attacks may compel former assailants to act on the defensive, and an attacking force may divide

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itself to fight a delaying or retaining action in one part of the field to distract the defenders while an
4-7 assault is in progress elsewhere.

828. Why should every column of infantry be accompanied by a proportion of mounted men and, generally, of guns?

Because infantry alone cannot get information of the enemy's movements, and cannot reply to long-range fire, and is generally powerless against
1 entrenchments.

829. What is now the most powerful factor in battle?

The long deadly zone of horizontal rifle fire; the ground for 1000 yards in front of a line of infantry, provided they are steady enough to take careful aim, and the ground is favourable, is so closely swept by a sheet of lead as to be well-nigh impassable to troops in any other formation than lines of skir-
3 iii. mishers, extended at wide intervals.

830 Why have such modern improvements as the flat trajectory of the rifle, smokeless powder, and the quick-firing field gun, a great influence on tactics?

The absolute invisibility of a skilful enemy, together with the long range of the rifle, makes reconnaissance much more difficult than heretofore; while the rattle of rapid fire is most deceptive, for a few riflemen, or a few guns, firing at a rapid rate, give an idea of far larger numbers than are actually
3 present.

831. Are the principles laid down in Combined Training to be regarded as infallible guides?

No; they are to be regarded as pointing out

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the dangers that a departure from them involves, rather than as precepts to be blindly obeyed. p. 3

ATTACKING AN ENEMY IN POSITION

832. What must a commander ascertain before attacking an enemy in position?

1. The extent of the position, its weak parts and its "key."

2. The best line of attack, and the physical features of which the possession will favour the development of an effective fire against the weak parts of the position. 10

833. Define the term "Key of the Position."

The key of a position is some point the capture of which facilitates the development of a searching enfilade, or reverse fire, against a large extent of the position, and thus renders it untenable. 10

834. Into what stages would you divide the attack of an enemy in position?

1. Reconnaissance.
2. Distribution of the various arms.
3. Artillery preparation.
4. The assault.
5. The pursuit.

835. By what means is reconnaissance carried out before and during an attack?

1. Personal observation; 2. Staff officers; 3. Patrols and scouts; 4. Balloons. 10

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836. What principles govern the distribution of the various arms in attack?

1. Cavalry must be so placed that they can take up the pursuit the moment the enemy retreats.

2. Other mounted troops must threaten and envelop the enemy's flanks.

3. The entire strength of artillery will begin the engagement.

4. The infantry must be formed in greater strength opposite that part of the position it is intended to assault than when it is intended merely to "hold" 12 the enemy.

837. What part will the artillery play in the attack?

Silence the enemy's guns, and bombard the position (especially the point where the assault is to be delivered), so as to prevent the enemy's infantry 18 keeping up an accurate fire.

838. What portion of the infantry is detailed for the assault?

That portion which has not been engaged in the firing line; then troops freshly thrown into the fight at the critical moment carry the firing line with them 19 and rush the position.

839. What troops are especially responsible for reaping the fruits of victory?

The cavalry and other mounted troops, who must pursue and keep touch with the enemy while the victorious infantry reform and replenish their 21 ammunition.

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840. Why should infantry take part in the artillery preparation for attack?

Because the defenders, if there is no fear of their position being rushed, will not expose themselves, and the attacking guns will find no target; on the other hand, the presence of attacking infantry will induce the defenders to open fire, and by disclosing their position expose themselves to shrapnel fire. 18

841. When should an attacking force construct entrenchments?

Ground gained must be secured, and existing protection from fire improved, whenever it can be done without excessive risk. 20

842. Should artillery fire cease during an attack?

No; even during the infantry assault artillery fire may be directed *over* the position. 16

843. You are placed in command of an infantry escort for guns, how would you act in the absence of special orders?

Take up fire positions at some distance from the guns, and keep enemy's skirmishers beyond rifle range of the guns. Occupy or cover with my fire any ground that might be utilised by the enemy for an attack upon the guns. 17

THE DEFENCE OF A POSITION

844. In what manner should a defensive position be occupied?

This depends on the strategical object and the force available. If a decisive action is to be fought,

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a commander will look to the defence of his line of retreat, and prepare for a counter-attack. The position should cover the line of retreat, and be entrenched both in front and flank. On the other hand, if a defensive position is taken up merely to gain time to check the enemy's advance, or to hold some important point till assistance arrives, the delivery of a counter-attack becomes a secondary consideration. The front may be weakly held, long-range fire should be opened, troops exhibited, the position of guns changed, and generally a show of strength made to impose upon the enemy and delay his attack. This attitude is called the "passive
22, 35 defensive."

845. Why, in the passive defence of a position, is close country less favourable than open country to the defenders?

Because in a close country the attacking force will generally be able to turn the position unobserved, and so rendered difficult for the defenders to select
35 iii. the right moment for retreat.

846. In what respect do the tactics of defence resemble those of attack?

Both have the same end in view, viz., the attainment of superiority of fire preparatory to an assault, which in defence is termed the counter-attack. In both cases also the troops engaged in the first line—in the preliminary attack or defence of entrenchments—
22 ii., vi. are distinct from the "General Reserve," with which the assault or counter-attack is carried out.

847. When a defensive action has to be fought,

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with what object would a commander reconnoitre all ground in the vicinity of a position he intends to defend before deciding on the distribution of his troops?

To find out the best positions for his guns, infantry, reserve, etc., to select the "first rallying position" to be occupied in case of retreat, and to judge what ground is likely to be first seized by the enemy. "Ground from which hostile guns can enfilade any position of the front or flank is especially dangerous to the defence." **23**

848. Mention the chief requisites of a position for defence.

It should exist in a locality that satisfies the strategical object in view. Its extent should suit the force available; cover and water are essential; it should afford a clear field of fire in the front and on the flanks; it should have in rear several roads for retreat as well as a "rallying" position. Means of concealment for the bulk of the troops, guns, and entrenchments is most desirable, especially if there exist other positions in front and on the flanks which could be held by detached parties of mounted troops to mislead the enemy as to the whereabouts of the main position, and cause him to attack in a wrong direction. **24**

849. Give a rough estimate of the number of rifles required to garrison entrenchments, exclusive of general reserve.

Two battalions to one mile. **24**

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850. Where should trenches and guns never *be placed?*

25 i. On the skyline.

851. What is a "dummy" entrenchment?

Trenches constructed not for use, but to deceive the enemy and draw off his fire from the trenches
25 iii. really occupied.

852. What should always be provided when trenches are to be occupied?

Protected or screened communication with the
25 iii. rear.

853. What is the object of digging deep trenches just in rear of the crest-line?

To give cover to the supports or the garrisons of the advanced trenches until they are required to
25 iv. open fire.

854. Where should infantry be posted who are to defend a position?

Where they will be screened from view and from
26 iv. bullets until the attacking infantry advances.

855. How is the line of trenches divided for purposes of command, in broken ground, or when the front is longer than 880 yards?

Into "sections of defence," each section assigned
26 vi. to a distinct unit.

856. How is the infantry of each "section of defence" distributed into two bodies—(1)

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firing line, with supports; (2) local reserves?

The former remain in the trenches, while the latter deliver local counter-attacks. 26 v., vi.

857. What is the advantage and the disadvantage of placing trenches at the foot *of slopes?*

The advantage is that rifle fire from them is a *grazing* fire, and, moreover, such trenches are easily concealed.

The disadvantage is that the field of fire is very limited, and communication with the rear is difficult. 25 ii.

858. Can mounted troops be made use of in the defence of a position?

Yes; they should be actively engaged in discovering any attempt of the enemy to outflank or "turn" the position, and generally in bringing information during the progress of the fight. 26 i., xii.

859. How is the infantry of a force acting on the defensive to be distributed?

For defence of the position.—Firing supports and local reserves.

For decisive counter-attack.—General reserve. 26 ix.

860. What is the distinction between the general reserve and the local reserves?

The general reserve has nothing to do with the immediate defence of the entrenchments, but is retained in the hands of the commander, and posted in rear of the centre of the position; whereas local

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reserves are attached to each "section of defence" for the purpose of protecting the flanks and of delivering local counter-attacks, so that the firing line need never quit the trenches.

26 vii., 27 i., ii.

861. What use is made of outposts in the occupation of a position for defence?

Outposts cover the front and flanks, and warn their commander of the enemy's line of advance.

29 i.

862. Until an attack is seen to be serious what attitude should be assumed by troops on the defensive?

They should keep under cover, and be prepared to meet an attack from any direction, for a premature development may necessitate a change of front under fire; and an enemy will endeavour to induce the defenders to open fire, and so expose themselves to shrapnel.

29 i., ii.

863. When should the decisive counter-attack be delivered?

Generally the most favourable moment is when the enemy has expended his reserves in endeavouring to storm the entrenchments, but at any period of the engagement an enemy may commit some great mistake, which would justify a decisive counter-attack, and for this reason the course of the fight must be closely watched and reported by patrols and staff officers.

32 ii.

864. When and how should local counter-attacks be made?

At any moment if the enemy gain a local success.

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They can rarely be made direct to the front. They are delivered on the initiative of officers in charge of "sections of defence," and the troops must be reformed and withdrawn directly the enemy is repulsed. But when the enemy advances to the assault, the local reserve must form the firing line, fix bayonets, and open magazine fire, preparatory to a "counter-charge" with cheers, bugles sounding, and pipes playing. 33 i.-iv.

865. If a retreat be necessary after a defensive action what part is played by infantry?

Intact units occupy the "rallying position." A rear guard supports the mounted troops. Flank guards occupy all heights parallel to the line of retreat. 34

NIGHT OPERATIONS

866. What is generally the object of night operations?

To outmanœuvre an enemy; to surprise him by an unexpected transfer of troops on the field of battle; of massing unexpectedly against a weak point; or of threatening his line of retreat. 36

867. At what hour are night attacks usually made?

They are timed so that the assault is delivered just as the light begins to break; an attack delivered during darkness would usually be made by small parties in order to seize a post. 36

868. What is understood by the position of deployment in night operations?

The place where the columns are to deploy for

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attack, which should not be less than 1000 yards from the objective; in very open and level country the position of deployment might coincide with the
37 position of assembly.

869. In night operations what is every man engaged to be distinctly told?

1. The object in view.

2. The formation to be adopted at the position of deployment.

3. The part he has to play, and what action to take in case the enemy is not surprised.

4. Not to load without a distinct order, and to use the bayonets until daylight.

5. To keep silent till the moment of assault.

6. To lie down till a passage has been cleared if
39 obstacles are encountered.

870. What is understood by the term Position of Assembly in night operations?

The place where the normal march formation will usually be changed for a preparatory formation which will bring the force more directly under its commander's control, and which in the case of
40 infantry brigades is usually "mass of battalions."

ORDERS

871. How should leaders train their subordinates to act upon written orders?

To work intelligently and resolutely in accordance with brief and very general instructions; and also to take upon themselves the responsibility of departing

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from, or varying, the orders they may have received, when circumstances have altered and time does not permit of fresh instructions being obtained. 43

872. Where are the rules laid down for drawing up and transmitting a written order report or other message in the field?

"Combined Training," Sects. 44-47.

872a. What army books are to be used for (1) field messages; (2) field sketches?

(1) Army Book 153; (2) Army Book 5. 44, 46

873. What are the most important rules to observe in framing an operation order?

The order must be precise, especially as regards time and place; it will contain nothing of a conditional nature, nor, except in special cases, will reasons be given for what is ordered. The use of such terms as "if possible," "if practicable," is seldom justified. The order will not touch on anything that subordinate commanders can and should arrange for themselves. 45

874. What is understood by the term Orders of the Day?

Orders which are chiefly concerned with matters of interior economy, like the station and garrison orders issued in peace-time. 45 viii.

875. What ought the writer of a message in the field to do before despatching it?

Read it through carefully and ask himself whether it is clear, and, in the case of an order, whether it is

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calculated to influence the recipient in the way only
44 that is intended.

RECONNAISSANCE

876. Of what special use in reconnaissance is a knowledge of strategy, tactics, and administrative arrangements in the field?

It enables an officer to grasp at once without instructions what it is essential that his superior should know, and to appreciate the military value of
51 information brought to him.

877. Is negative information gained by reconnaissance ever of any value?

Yes; for instance, it is often of great importance to a commander to know that the enemy is not or
52 was not at a certain place at a certain time.

878. By whom and to whom should military information be furnished during a campaign?

Every officer, N.C.O., and man should continually supply to his immediate superior, to his subordinates, and to neighbouring bodies of troops any information which he thinks of value, even though he may believe they have the information already. A commander should inform any forces
50 near him of any sudden move of his own command.

879. By what calculations of space would you estimate an enemy's numbers on the march?

Allow 2 men per yard for infantry in fours.
,, ½ man ,, ,, cavalry in file.
,, 1 ,, ,, ,, ,, sections.

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Allow 20 yards to a 6-horse vehicle.
„ 15 „ „ 4 „
„ 10 „ „ 2 „ 53

880. Mention various ways of obtaining information.

Spies, prisoners, deserters, wounded men, inhabitants, searching post and telegraph offices, tapping telegraph wires, collecting maps, newspapers, and documents; also clouds of dust, bivouac fires, tracks, sounds, and deserted camping grounds often yield valuable information. 53

881. How would the commander of a large reconnoitring body proceed to obtain information regarding an enemy?

He would send out reconnoitring patrols to get touch with the enemy and clear up the situation. The patrols would be supported by "contact" squadrons. The main body would be covered and protected by "advanced" squadrons. 57

882. What is an officer's patrol?

A small reconnoitring party commanded by an officer. 56

883. Why should a detached force receive clear directions as to whether reconnaissance or protection is its mission?

Because a protecting force must keep touch with the body it has to protect, while a reconnoitring body should be allowed the widest latitude of movement and action. 55

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MARCHES

884. What is understood by march discipline?

Everything that affects the efficiency of man and horse during the march, *e.g.* the fitting of boots, the filling of water bottles, arrangements for food or forage, the constant inspection of men's feet and
74 horses' shoes, attention to harness and saddlery, etc.

885. Mention some of the rules to be observed during a march on service.

No compliments to be paid. No bugle call allowed. Men are not to fall out for water. A ticket to be given to men who cannot keep up. An officer to march in rear of each company to keep files closed up. Every commander to spare the troops under him all fatigue that can be
74 avoided.

886. What are the normal march formations for all arms?

Infantry—Column of fours.
Infantry, mounted—Column of fours or files.
Cavalry—Column of sections (four abreast) or files.
75 Artillery—Guns and waggons in single file.

887. When should troops march on a broader front than the normal march formations?

On unenclosed ground column of troops, battery column, column of sections or companies may be formed, but one march formation should not be changed for another, unless the new formation can
75 (5) be maintained for a considerable distance.

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888. What space must be left on the right flank of a column or in the centre of the road?

A passage for officers and orderlies, and in peace-time a space for traffic. **75 (2)**

889. What distances between units on a march must be maintained in order to prevent minor checks being felt throughout the column?

In rear of an infantry company . .	6	yards.	
,, battalion, squadron, battery or other unit .	10	,,	
,, cavalry regiment or brigade division . .	20	,,	
,, cavalry or infantry brigade	30	,,	
,, infantry division . .	100	,,	**76**

890. On a good road at what pace would an infantry column travel?

One mile in eighteen minutes. The larger the column the slower the rate of marching. Including halts, an infantry division should average about three miles an hour. At night only two miles an hour, or less if a dark night. "Rapid" marching is sometimes required, when four miles an hour are covered. **77, 81**

891. Are infantry allowed to step out or double to regain distances lost on the march?

Not without the order of the O.C. **77 iii**

892. Explain the term Forced March.

A forced march depends rather on the number of hours during which troops are marching without long halts than on the pace of marching. Forced

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marching cannot, without undue strain, be extended over more than thirty-six hours without a period of
77 rest.

893. When may troops on a march halt at once and fall out?

78 On the Halt being signalled.

894. How often do halts usually take place on a march?

About half an hour after starting, and every hour
78 afterwards. The halt is for five or ten minutes.

895. What are the rules about crossing a military bridge?

Infantry must break step. If the bridge sways the column must halt. All horses should be mounted when crossing a pontoon bridge. Information on special points will be given by an officer posted at
79 the approach for that purpose.

896. When marching by night how are orders conveyed from brigades to battalion commanders?

80 An orderly officer is furnished by each battalion.

897. How are troops in rear prevented from going astray when marching by night?

The advanced guard must block all branch roads
81 that are not to be used.

898. After a day's march how would a battalion find its allotted camping ground and meet its second line transport?

It would be led to its ground by the orderly

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officer, who would explain the arrangements for water, etc., which had been made by the brigade staff. "Each unit is to make arrangements to have its second line transport met on arrival and guided to its destination." 73

899. How would you calculate the space covered by an infantry battalion in column of route with first line transport?

One yard per two men *in the ranks* by 100 yards for transport and regulation distances. 70

900. When would a strong baggage guard be necessary to protect the transport and supply columns?

When for tactical reasons a great distance is left between the main body and the second line transport and the rear guard follows the main body. 68

901. Define the term "Main Body" on a march.

The troops not detailed for protection, their first line transport, ammunition columns, and medical units. 65

902. If you were placed in command of a column what points would you consider in arranging its march?

The composition and command of the advanced, rear, and flank guards.

The order of march of (1) the main body; (2) the second line transport; (3) the supply columns.

The distance to be kept between advanced guard, main body, second line transport, supply columns, and rear guard respectively. 63

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PROTECTION

903. On what principle would you settle the question of distance of advanced guard from main body?

The advanced guard should always be sufficiently far ahead to secure the main body from artillery fire (3500 yards) while on the line of
C. T. march, and to give it time to prepare for action in
5 case of serious attack.

904. Who issues "Advanced Guard Orders"?

C. T. The commander of the advanced guard, on re-
86 ceipt of his superior's instructions.

905. How is connection maintained between the different parts of the advanced guard and also with the main body?

C. T. Mounted orderlies, cyclists, signallers, or con-
86 necting files are employed for the purpose.

906. When must the mounted troops of an advanced guard seek for the enemy and report his whereabouts?

C. T. When there is no independent body of cavalry
87 in front of the advanced guard.

907. Why should a rear guard send out reconnoitring patrols widely to the flanks?

C. T To watch for any attempt of the enemy to pass
93 between the rear guard and the main body.

908. What is generally the object of a rear-guard action?

C. T. To compel the enemy to deploy and waste his time,
95 and thus gain time for the main body in retreat.

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909. What considerations guide a rear-guard commander in judging the proper time to retire?

If he retires too soon, he is not doing his work thoroughly; if he disputes every inch of ground, he may be cut off from the main body, which is every moment getting farther away. C. T. 94, 96

910. Briefly describe the composition of a rear guard.

A fighting detachment of the three arms in strength varying from one-fifth to one-third of the entire force. C. T. 91 ii.

911. Into what bodies would you distribute the outposts of a force of all arms?

1. Outpost mounted troops.
2. Outpost companies divided into piquets and supports.
3. The reserve. C. T. 110

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EXAMINATION FOR PROMOTION TO FIELD OFFICER

SUBJECT B

THE PROPER MODE FOR DEMANDING SUPPLIES OF AMMUNITION, FOOD AND FORAGE; ALSO THE SYSTEM OF REGIMENTAL ORDERLY-ROOM WORK; AND THE PROPER CHANNELS OF CORRESPONDENCE

912. How are sums disposed of which are paid by men for their discharge?

They are paid to the adjutant for transmission to the paymaster with a statement on O. 1633.

913. What details connected with a man's service are to be entered on page 3 of his attestation?

Date of enlistment.
„ re-engagement.
„ discharge.
„ promotion.
„ reduction.
„ transfer to other corps.
Trainings attended.
Absences from training.
Embodiment.
Disembodiment.

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914. What is Army Form E. 517?

A return of men dismissed to their homes temporarily unfit, or discharged from the service as totally unfit.

915. Do militiamen travel on a regimental route?

No; an order signed by the commanding officer is substituted for a route when men attend for preliminary training, or training and exercise, or embodiment. **A. Act, S. 181**

916. In the absence of a route, can a commanding officer of militia issue orders to billet his officers and men?

Yes; an order to billet, signed by the C.O., is sufficient authority for those to whom such orders are delivered to demand billets of a constable. **A. Act 121**

917. How is conveyance of troops and conveyance of baggage and stores arranged for on all occasions except during manœuvres?

A requisition for transport on A.F. F. 756 is filled up, signed by C.O., and forwarded to the A.S.C. officer in charge of transport. When the service is completed the C.O. again signs the form in acknowledgment.

918. In the above case, when army transport is not available, what other army form is used, and for what purpose?

P. 1905, which serves as authority to the paymaster to settle the account of the carrier for the service rendered.

919. Who commands the permanent staff of the militia?

The militia C.O. has entire command over them during the training period; at other times they are attached to the depôt and commanded by the O.C.R.D. **K. R. 1850**

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920. Who has charge of the militia clothing in the non-training period?

K. R. 1846 The O.C. regimental district.

921. What is done in regard to absentees at the end of a week from date of assembly for training?

Mil. Regs. 408 A report for each man (on B. 124) is sent to the editor of the *Police Gazette*, and a copy is sent to the police of the locality in which the absentees last resided.

922. Can a militia C.O. issue (1) regimental routes; (2) deserter routes?

K. R. 1350 1. No.

K. R. 1352 2. Yes, during the training period.

923. Who is responsible for the efficient training of militia recruits?

K. R. 1893 The O.C. regimental district.

924. What is a travelling warrant, and when is it used?

A document (A. Book 206) provided to obviate cash payments for journeys; it is retained by the railway company as a voucher for recovery of the fare from the War Office; it is issued for all military passengers except officers and warrant officers travelling without troops.

K. R. 1354

925. Define a district route.

A district route is the authority for the movement of a militia corps; it is also a voucher for the recovery of charges entailed by the journey; its production is necessary in order to secure reduced rates from railway companies under the Cheap Trains Act of 1883; a route is also the authority to the police to provide billets if required under the Army Act.

K. R. 1339, 1341, 1347

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926. Can a militia C.O. authorise a reward under para. 590 Militia Regulations for the detection of a man who has fraudulently or improperly enlisted?

Yes. A. O. 79/98

927. How would you proceed to obtain a supply of small arm ammunition for troops under your command?

Fill up Army Form G. 815 (Requisition), and forward to the chief ordnance officer in the district in which the troops are stationed.

928. What is the reserve division of the militia?

The *new* militia reserve is so-called. It consists of men liable to serve with the militia in the United Kingdom whenever the militia is embodied. They are not called out for annual training; but are liable for three days' drill every year. They receive militia reserve pay, but no militia bounty.

Their pay is issued quarterly in arrear by an army paymaster at the rate of £4 or £6 a year. The higher sum is paid to men to join the militia reserve after serving in the Royal Garrison Regiment. A. O. 59/1901

929. What travelling claims have to be submitted to the G.O.C.?

Claims for extra expense, not covered by marching money, when the distance travelled by road exceeds ten miles. Mil. Regs. 747

930. When a militia officer has obtained a certificate how is the fact notified to the army corps commander?

The O.C. unit will forward through the G.O.C.

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on the first of each month two returns showing
D. O. (1) certificates granted, which involve an alteration
Aug.'03 in the army list; (2) other certificates granted.

931. What steps would you take to demand supplies of (1) bread and meat; (2) paillasse straw; (3) forage?

1. Army Form F. 776 is used as a requisiton for rations of provisions.

2. No army form being available, a requisition in manuscript should be prepared.

3. On the back of F. 776 is a form of requisition for rations of forage.

All requisitions are to be forwarded to the A.S. officer in charge of supplies.

932. What is the contingent fund allowance?

A yearly allowance of 6d. for each private on the
Mil. establishment (or any larger sum specially sanctioned
Regs. by the G.O.C.) for the purpose of defraying con-
779 tingent expenses not provided for by regulation.

933. What allowance is granted towards the expense of maintaining a band?

A. O. £25 annually, or so much less as has been actually
94/99 expended.

934. In conducting correspondence when should letters, memoranda and minutes be used, and how should each be signed?

Letters should be used from an inferior to a superior, *e.g.* from a regimental C.O. to the O.C. regimental district, or to the chief staff officer for submission to the general.

The subordinate invariably addresses the staff officer and not the superior direct; the sub-

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ordinate signs it and not his staff officer. On the other hand, letters, memoranda, etc., from a superior to a subordinate are signed by the staff officer "By Order," and are addressed to the subordinate. Staff Duties, pp. 11, 12

If a document is required back from a subordinate a note should be made, "To be returned"; in the case of a letter to a superior, the return of documents, if required, should be asked for in the text.

Ordinary routine correspondence is conducted by adjutants of units—who address one another—by means of memoranda on A.F., C. 348. Staff Duties, pp. 11-15

All replies or remarks arising out of an original letter or memorandum should be made in the form of *minutes*. The first minute should follow close after the original, which the writer of the first minute should mark in red ink as No. 1, numbering his own minute No. 2, and all succeeding minutes should be similarly numbered, and written in proper sequence, fresh half sheets of paper being added as required.

Memoranda are also used to communicate "instructions or orders of a passing nature when a formal letter is not deemed necessary, or when the matter is not of sufficient importance to encumber the order book."

935. In forwarding correspondence on subjects which are not *within their province to decide what must C.O.'s invariably do?*

"State their concurrence therein, or otherwise, and make such observations based upon matters within their own knowledge as would enable the superior authority to come to a right decision without a second reference." Staff Duties, p. 17

936. To whom should correspondence be addressed on

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the subject of (1) clothing; (2) equipment; (3) resignation of C.O.; (4) lord-lieutenant's candidates for commissions; (5) other subjects?

1. Chief Ordnance Officer, Royal Army Clothing Department, Pimlico, London.
2. Ordnance Officer (local).
3. G.O.C. through O.C.R.D.
4. Clerk of lieutenancy.
5. O.C. reg. dist.

Mil. Regs. 1227-1230

937. How should a letter be addressed to ensure its being forwarded unopened to the C.O. when absent from headquarters?

Mil. Regs. 1231

The outside of the cover should be marked "Confidential."

938. What annual returns in connection with musketry and clothing must the C.O. of a militia unit render, and to whom?

1. Musketry return—to G.O.C. through O.C.R.D.
2. Clothing account for the P.S. militiamen } to C.O.O., R.A.C. Department.
3. ,, ,, militiamen } to C.O.O., R.A.C. Department.
4. Necessaries account } to C.O.O., R.A.C. Department.

939. What monthly returns are rendered to the War Office by (1) C.O.; (2) adjutant?

1. Strength of unit. Casualties affecting officers.
2. Men enlisted into the regular forces.

940. How is it ascertained that officers commanding companies regularly enter on the company defaulter sheets the awards of punishment required to be recorded thereon?

The entries must be checked in the orderly room

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by comparing the defaulter sheets with the guard reports and minor offence reports.

941. Who signs (1) the guard report; (2) the minor offence report; (3) battalion orders; (4) routes; (5) warrants on joining for training; (6) warrants on dismissal from training?

(1) C.O.; (2) C.O.; (3) adjutant; (4) C.O.; (5) adjutant; (6) station paymaster.

942. What information should be published in battalion orders?

Orders for parade; promotions; transfers; enlistments; discharges; names of men joining after the day of assembly; names of men who are fined or forfeit pay, or are placed under stoppages of bounty; acting appointments; names of men dismissed temporarily unfit; officers and men granted leave; awards of imprisonment; orders for assembly of courts-martial boards and committees; extracts from division, corps, or army orders affecting the battalion, distribution of prizes for skill at arms, and of charges for barrack or camp damages; names of men struck off the strength as deserters or deceased; names of all entitled to good-shooting badges; and generally "every circumstance which in any way affects the pay or service of a militiaman." **Mil. Regs. 348a**

943 When army orders are received what should be done with them?

Filed for reference after making any necessary amendments in the office copies of regulations, pay-warrant, drill-books, etc.

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944. What document is filled up by the adjutant on the receipt of a recruit's attestation, and when is it destroyed?

Army Form E. 554, entitled "Extract from Attestation and Statement of Services." It may be destroyed in the event of the man becoming non-effective by discharge, death or enlistment into the regular forces.

A. O. 277/02

945. Where would you look for scale of arms, accoutrements, handcuffs, musical instruments and pioneer equipment to be supplied to an infantry unit?

Mil. Regs. 919

Appendix 16, Militia Regs.

946. From whom should be demanded (1) panniers of medical comforts; (2) messtins and covers?

A. O. 223/02

1. O.C. A.S. Corps of the district.

A. O. 145/02

2. Ordnance Officer (local).

947. What army form is used to make out a claim for money allowance in lieu of forage, who signs it, and to whom is it forwarded?

P. 1927, signed by the officer making the claim; forwarded to A.S.C. officer for supplies for countersignature, and finally passed to the station paymaster for settlement.

948. How are demands for camp equipment prepared, and to whom are they sent, and when?

Mil. Regs. 959

On a requisition form (G. 968) according to scale laid down in Appendix, Militia Regulations, which is sent to C.O.O. in the district by O.C. unit in time to give C.O.O. opportunity to check and supply.

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949. What army form is used to make out an officer's claim for travelling expenses, who signs it, and to whom should it be forwarded?

A.F. O. 1771, to be signed by the officer making the claim, countersigned by his C.O., and forwarded to the station paymaster for settlement.

950. Who authorises the payment of rewards for the apprehension of deserters?

The O.C. unit (unless the O.C. reg. district deals with the case) may authorise a reward of from 5s. to 10s. if the deserter was apprehended in uniform, 5s. to 15s. if in plain clothes. **Mil. Regs. 590**

951. When should the officers' and sergeants' mess accounts be closed for audit by O.C. regimental district assisted by the paymaster?

One month after the training. **A. O. 41/02**

952. Give a schedule of all the returns, etc., which a militia C.O. or his adjutant would furnish in the course of the year, with dates of rendering, and the officers to whom the returns, etc., are due.

See Appendix 10 (page 220).

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APPENDIX I

.....Battalion,.....Regiment

BATT. ORDERLY SERGEANT'S REPORT

Station.....

Date.....

1. I saw all tent doors opened, and the curtains rolled up shortly after Reveillé (except in wet weather).

2. I paraded Orderly Corporals of companies a quarter of an hour after Reveillé, and marched them to the guard tent for prisoners' bedding.

3. I paraded Orderly Sergeants half an hour after Reveillé, collected reports, and gave them to the Orderly Officer.

4. I paraded Fatigues at.....a.m. and.....p.m., and marched them off to their duties.

5. I paraded all Ration and Grocery parties, and marched them to the place appointed for their issue.

6. I paraded the Meals for the guards, men in hospital, and prisoners five minutes before the breakfast, dinner and tea bugle, and saw them marched off.

7. I accompanied the Orderly Officer round breakfast, dinner and tea.

8. I reported myself to the Captain of the day at .....and the Orderly Officer at.....

9. I accompanied the Orderly Officer when visiting kitchens, canteen and recreation tent.

10. I paraded Orderly Corporals at retreat with prisoners' bedding, and saw it taken to the guard tent.

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11. I paraded the Orderly Sergeants at tattoo for the Orderly Officer and collected reports.

12. Under the Orderly Officer I saw all lights put out at 10.15 p.m.

13. I saw the Sergeants' mess closed and lights put out at 11 p.m.

THE CAPTAIN OF THE DAY, ...

.....*Regiment.* *Batt. Orderly Sergt.*

APPENDIX II

.....BATTALION.....REGIMENT

SUBALTERN OF THE DAY'S REPORT

HOUNSLOW.....189

1. I reported myself to the Captain of the day at.....

2. I inspected the bread and meat previous to issue, and found them....., and was present during their issue to the Companies.

3. I visited the Companies' Messes at breakfast, dinner, and evening meal hours. There were no complaints.

4. I inspected and dismissed the old Guard and *read the orders* to them.

5. I visited the.....Guards at.....o'clock by day and at.....o'clock by night and found them alert and regular, and the Sentries acquainted with their orders.

6. I visited the Prisoners in the Guard Room at..... o'clock, and there were no complaints.

7. I paraded the dinners for the men in Hospital and on Guard, and saw them marched off by the Senior Orderly Corporal.

8. I visited the Canteen and Recreation Tent at..... o'clock and found all correct and regular.

9. I inspected the Kitchens and Utensils at..... and found them clean and correct.

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10. I inspected the Picquet at Retreat and Tattoo, and found them clean and regular.

11. I collected the Reports at Tattoo, when all were reported present, except those named in Companies reports *attached.*

12. I saw that all lights were extinguished 15 minutes after Tattoo, except those with permission.

13. I did not quit the Camp during my tour of duty.

.....LIEUT.

.....*Batt*.....*Regt.*

TO THE CAPTAIN OF THE DAY.

APPENDIX III

REGIMENTAL ORDERLY SERGEANT'S REPORT

SIR,

1. I certify that I visited the Barrack Rooms immediately after Reveille and that the whole of the Windows were opened according to Regulations.

2. I paraded the Orderly Corporal and Orderly Men for Rations at.....and marched them off. The meat dishes were clean.

3. I visited the Cook Houses after each meal, and at closing time. They were clean.

4. I paraded the Meals for the men on Guard, prisoners, and men detained in Hospital, at the appointed hour and marched them off.

5. I visited the Barrack Rooms at the Breakfast, Dinner, and Tea Hours (accompanying the Orderly Officer when present). The men were reported present, except.....There were.....complaints. Attached are the Absentee Reports.

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6. I was present at Guard-mounting Parade.

7. I paraded and marched off the Sick at.....

8. I visited the Canteen at*.....and at first Post, when all was quiet and regular.

9. I paraded the defaulters at the several hours appointed for Drill, and also assembled them at least three times between Retreat and Tattoo. They were clean and sober.

10. The Orders were shown to the Staff Officers.

11. I visited the Officers' Kitchens at.....and found them clean.

12. I visited the outside Urinals and Latrines twice during the day, and found them clean and regular.

13. I saw the Lights and Fires extinguished at....., also in the Married Quarters, Servants' Kitchens and Passages.

14. I saw the Sergeants' Mess closed at.....P.M.

15. I paraded the men for School at.....P.M.

16. I saw the Meals marched off correctly from the Cook House.

Place.....

Date.....

.....

Orderly Sergeant.

TO THE ADJUTANT,

* Hours of performing this duty (at least four times) to be inserted.

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APPENDIX IV (*a*)

ORDERLY OFFICER'S REPORT

.....189

SIR,

I have the honour to report that I performed the following duties :—

I inspected the Bread and Meat *daily*, and was present during the issue ; they were of good quality and proper weight.

I daily visited the Guards and Sentries by day, and *three times by night*, and found them regular and correct.

The Guard-room and Prisoners'-room were clean and regular.

The prisoners clean and properly dressed.

I daily collected the reports at Tattoo, and found that all was quiet, and that all unauthorised lights were extinguished a *quarter of an hour* afterwards.

I visited the Barrack-rooms *twice* at dinner ; all was regular and correct.

I visited the Cookhouse *twice*, and found it clean.

I visited the Canteen *twice*, and found it quiet and regular.

The N.C.O. on duty was present.

I visited the Hospital *twice* and found all regular.

I visited the School *twice* and found all correct.

I visited the Sergeants' Mess twice *after Tattoo*, and found all correct.

To

THE OFFICER COMMANDING .....

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APPENDIX IV (*b*)

ORDERLY OFFICER'S REPORT

From.....*to*.....

1. I visited the rations daily. They were sufficient and of good quality. There were "no complaints."
2. I was present at the issue of Groceries daily. They were of good quality and correct weight.
3. I visited the Canteen, Cook-house, and Recreation Room. All were correct.
4. I visited the School, and found it correct.
5. I turned out the Guard daily, and.....by night.
6. I received the Orderly Sergeant's Report daily, in writing.
7. I visited the Hospital daily.
8. Nothing unusual occurred during my tour of duty.

.....

APPENDIX IV (*c*)

ORDERLY OFFICER'S REPORT

Date.....

SIR,

As Officer of the Week ending yesterday I performed the following duties :—

BY DAY. BY NIGHT.

1. I turned out the Guard, and visited all the Sentries as per margin, and found.....
2. I visited the Guard Room and Cells when occupied daily, and found.....

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3. I visited the Barrack Rooms at the Dinner Hour twice during the week; the men were properly dressed and there were no complaints.

4. I visited the Hospital.....times during the week and found.....

5. I inspected the rations.....times during the week and found.....

I have the honour to be,

Sir,

Your obedient Servant,

.....

THE ADJUTANT,

APPENDIX V

GUARD REPORT

CERTIFICATE

Previous to the old Guard marching off, I took over the *prisoners*, and found them washed and shaved;* I inspected the *articles* in charge of the Guard, and found the number to correspond with the inventory, and the whole were in good order except those noted in column I, page 4; I received over the Guard-room and everything connected with it, clean and in good order, walls, &c., not defaced, except.....; and I received a duplicate copy of the previous day's *Guard Report*. I read and explained the orders of the Guard to the men before I dismissed them, and to the first relief on its return to the Guard-room. I visited my sentries at .....by day, and at.....by night, and found them alert on their posts, and well acquainted with their orders. I inspected every *relief* going out and coming

*This rule does not apply to *prisoners confined for drunkenness*, who should not be allowed to shave till perfectly sober.

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in, and found them..... The whole Guard was under arms at reveille, retreat, and tattoo sounding. On each occasion I inspected them, and found all present and correct. I sent out *Patrols* at.....o'clock during the night, and found everything correct. The men's *dinners* were comfortably and properly cooked in the Guard-room (or otherwise). Each man of the Guard received a cup of hot.....during the night.

The *prisoners* were visited every two hours; the boots of all drunken prisoners were removed, and their clothes loosened, before they were placed in confinement.

The Guard was visited by the Field Officer of the day at.....by day, and at.....by night.

The Guard was visited by the Captain of the day at .....by day, and at.....by night.

The Guard was visited by the Subaltern of the day at .....by day, and at.....by night.

The Guard was visited by the Medical Officer of the day at.....by day, and at.....by night.

SIR,—I certify that the men of my Guard were each served out with *ten rounds ball ammunition* on Guard mounting parade and that no unauthorised person entered barracks by the *front gate* during my tour of duty. The men of my Guard were *washed and shaved* before dismounting. The *front gate* was properly closed during the night. I *patrolled round the barracks frequently during the night, all fires and lights were extinguished.*

N.B.—Here add any special Certificate that may be required by the orders of the Guard or Garrison.*

(Signed).....
Commanding Guard.

NOTE.—When any portion of the duties indicated in the above Certificate has been omitted, the pen is to be drawn through that portion, and the erasure is to be initialled.

(* In case more room is required than is here given for any Special Certificate, &c., the latter may be appended in manuscript.)

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APPENDIX VI

.....*REGIMENT.*

STATION.....Date.....189 .

SIR,

I have the honour to submit.....charge.....against No..... of the.....under my command, and request you will obtain the sanction of.....that a .....Court Martial may be assembled for his trial at.....

The Prisoner is now at.....His General Character is.....

I beg to enclose the following documents :—

1. .....Charge Sheet.....(in duplicate).
2. Summary of Evidence.
3. The prisoner's company defaulter sheet.
4. List of witnesses for the prosecution, and defence (with their present stations).
5. Statement as to character, and particulars of service of prisoner (Army Form B. 296) to be proved by.....

I have the honour to be,

SIR,

Your obedient Servant,

To

..... *Signature of Commanding Officer* .....

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APPENDIX VII

ORDER FOR THE ASSEMBLY OF A REGIMENTAL COURT MARTIAL

Regimental Orders by Lieut.-Col. Brown, commanding .....Battalion The.....Regiment, Cardiff, June 16th, 1900.

The Officers mentioned below will assemble at Cardiff on the.....for the purpose of trying by Regimental Court Martial the prisoners named in the margin, and such other prisoners as may be brought before them.

President.

Captain Jones,.....Battalion.....Regiment, is appointed President.

Members.

Lieut. Smith,.....Battalion The.....Regiment.
2nd Lieut. Tompkins,.....Battalion The..... Regiment.

Prisoners will be warned and all witnesses duly required to attend.

The proceedings will be forwarded to the Adjutant, ...Battalion The.....Regiment.

Signed this 16th day of June 1900.

By Order,

G. Robinson, *Captain and Adjutant.*

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APPENDIX VIII

FORMS OF CHARGES

Charge Sheet

The prisoner, No. 153, Private John Smith, 2nd Battalion Devonshire Regiment, a soldier of the Regular Forces, is charged with—

Using threatening language to his superior officer—

in that he

at Topsham Barracks, Exeter, on the 20th of January, 1903, said to Sergeant William Robinson, the Devonshire Regiment, "I will punch your head," or words to that effect.

Resisting an escort whose duty it was to have him in charge—

in that he

at Exeter, on the 20th of January 1903, resisted the escort taking him to the guard room, and kicked Private John Jones, one of the said escort, and damaged the trousers of Private James Burn, another of the said escort, to the value of five shillings.

Exeter, 22*nd January* 1903.

A. B., *Colonel*
Commanding 11*th Reg. Dist*

To be tried by a District Court-Martial.

By Order,

X. Y., *Chief Staff Officer,*
.....*Division,*.....*Army Corps.*

Devonport,
24*th January* 1903.

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APPENDIX IX

FORM OF COMMITMENT TO MILITARY PRISON FOR SAFE CUSTODY WHILE AWAITING TRIAL BY, OR SENTENCE OF, COURT-MARTIAL

To the officer or non-commissioned officer in charge of the military prison at.....

Whereas....., of the..... regiment, [has been remanded for trial by Court-Martial] or* [was on the.....day of..... 18....., tried by Court-Martial for the offence of..... .....] and is awaiting [trial] or* [the promulgation of the finding and sentence of the Court].

Now, therefore, I, the undersigned, being the commanding officer of the said soldier, do hereby, in pursuance of the King's Regulations and Orders for the Army enabling me in this behalf, order you to receive him into your custody for safe custody, and for so doing this shall be your warrant.

You will take care that the said soldier *wears his regimental clothing and necessaries*, that he is allowed to *exercise* during a reasonable portion of each day in association, if possible, but that he is kept apart from prisoners underlying sentences, and that he receives *the ordinary rations and messing of a soldier*. He should not be *obliged* to labour otherwise than by being employed in *drill fatigue and other duties* similar in kind and amount to those he might be called on to perform if not under detention.

Signed at.....this.....day of .....1903.

(*Signature*).....

* The forms should be altered to meet the cases of detention before and after trial respectively by erasing the words not applicable.

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APPENDIX X

Army Form Used.	Subject of Return.	Date of Despatch.	To Whom.
		Weekly.	
M.S.	Notices for Publication in the *London Gazette*	Tuesday . .	O.C.R.D.
		Monthly.	
A. 20	Daily Strength . . .	1st . . .	M.O. i/c.
E. 521	Monthly Return of Strength	,, . . .	U.S. of S.
E. 521	,, ,, ,,	,, . . .	C.S.O.
E. 533	Men who have joined the Regular Forces	,, . . .	U.S. of S.
M.S.	Deaths of Officers . .	17th . . .	O.C.R.D.
M.S.	Entries for Officers' "Record of Service"	1st . . .	C.S.O.
		Half-Yearly.	
V.	Officers to compete at Examination for Entrance to the Army	1st January and 1st July	U.S. of S.
		Yearly.	
E. 602	Annual Return of Strength	7th October . .	U.S. of S.
O. 1802	Married Roll . . .	1st April . .	O. i/c Barracks.
E. 524	Increase and Decrease P.S.	2nd April . .	U.S. of S.
L. 1356	Army Forms, etc., required	End of Training	U.S. of S.
M.S.	Officers to retire under para. 80, Mil. Regs.	,, ,,	
M.S.	N.C.O. on P.S. considered "Unfit"	1st September .	O.C.R.D.
		During Training.	
E. 517	Men found Temporarily or Totally "Unfit"	Last day .	Paymaster.
E. 514	Cert. Proficiency granted to N.C.O.'s	Last day .	
O. 1810	Extracts from Regimental Orders affecting Pay Lists	First and last days	O.C. Companies.
B. 258	Church Parade "State" .	Monday . .	O.C.R.D.
M.S.	Men joined Regular Army during training	Last day . .	U.S. of S.
N. 1497	Men liable for Excess Railway Fares .	,, ,, . .	Paymaster.
O. 1674	Men liable for Deductions from Bounty . .		
B. 2061	Marching in "State" .	First day . .	C.S.O.
E. 525	Militia Reserve Men .		
O. 1674	Proceedings of Bounty Board . . .		
E. 515	Inspection "State" .	Day of Inspection	Inspecting Officer.
E. 651	Return Recruits who have joined since last Inspection . .		
E. 519.	Proposals for Annual Training	When called for .	C.S.O. through O.C.R.D.

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